# EPA

United States Environmental Protection Agency
Washington, DC 20460

## Work Assignment

Work Assignment Number: 02-10

☐ Other ☐ Amendment Number:

| Contract Number | Contract Period | Title of Work Assignment/SF Site Name |
|---|---|---|
| EP-C-15-012 | 08/01/2015 To 07/31/2018 Base Option Period Number 2 | Environ Resp Lab Network |

Contractor: CSRA LLC

Specify Section and paragraph of Contract SOW: 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.8, 2.9, 2.11, 2.13

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 08/01/2017 To 07/31/2018

Comments:
In accordance with clause B.1 immediate start is authorized for this work assignment beginning on August 1, 2017. If the work plan is not approved within 35 calendar days after receipt of the work plan, the contractor shall stop work.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

| Line | DCN (Max 6) | Budget/FY (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code |
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### Authorized Work Assignment Ceiling

| Contract Period: | Cost/Fee: | LOE: |
|---|---|---|
| 08/01/2015 To 07/31/2018 | | 0 |
| This Action: | | 1,200 |
| Total: | | 1,200 |

### Work Plan / Cost Estimate Approvals

| | | |
|---|---|---|
| Contractor WP Dated: | Cost/Fee | LOE: |
| Cumulative Approved: | Cost/Fee | LOE: |

| | |
|---|---|
| Work Assignment Manager Name: Lawrence Kaelin<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 732-452-6454<br>FAX Number: |
| Project Officer Name: Nancy Parrotta<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 202-564-5260<br>FAX Number: |
| Other Agency Official Name:<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number:<br>FAX Number: |
| Contracting Official Name: Donna Reinhart<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 513-487-2114<br>FAX Number: |

**WORK ASSIGNMENT (WA)**
**PERFORMANCE WORK STATEMENT (PWS)**

**Contract No. EP-C-15-012**
**Work Assignment: WA-02-10**


| | | |
|---|---|---|
| **WACOR:** | **Name:** | **Lawrence Kaelin** |
| | **Branch:** | **Field Operations Branch** |
| | **Division:** | **CBRNe Consequence Management Advisory Division (CMAD)** |
| | **Office:** | **Office of Emergency Management (OEM)** |
| | **Phone:** | **732-321-6625** |
| | **FAX:** | **N/A** |
| | **E-mail:** | **Kaelin.Lawrence@epa.gov** |
| | **Mail code:** | **MS215-209B-005** |
| | **Street Address:** | **2890 Woodbridge Avenue** |
| | **City, State, Zip:** | **Edison, NJ 08837** |


**LOE: 1200 hours**

**Period of Performance: August 1, 2017 to July 31, 2018**

**Title: Environmental Response Laboratory Network (ERLN)**

**PWS Sections: 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.8, 2.9, 2.11, 2.13, 2.15, 3.1.4**

## I. PURPOSE:

The purpose of this work assignment (WA) is to provide support to EPA's Office of Emergency Management (OEM) in managing the Environmental Response Laboratory Network (ERLN) of environmental testing laboratories in the United States. EPA established the broad ERLN in 2009, and contract support under contract EP-C-12-012, Work Assignment 14 has supported it. The intent of this current WA is to manage laboratory testing needs to support responses resulting from an environmental incident, ranging from threats to human health and the environment from a release or potential release of hazardous substances/materials and oil to a nationally significant incident, such as a naturally occurring event (hurricane or tornado) or a major terrorist attack releasing extremely hazardous chemicals, biological agents, or radiological/nuclear agents. The contractor will play a role in supporting further development and update of this network and associated tools, as well as providing continuing management support for the long term sustainability of the network.

This work assignment also supports the maintenance and enhancement of the Compendium of Environmental Testing Laboratories (Laboratory Compendium), which is a web-based tool that enables users of laboratory services to provide and update individual laboratory profiles and to identify laboratories with appropriate analytical capabilities to respond to environmental incidents. Users include EPA, states, other federal agencies, and water utilities. EPA maintains

the Laboratory Compendium within the EPA IT infrastructure and may be accessed at https://cfext.epa.gov/cetl/. It also supports the maintenance and enhancement of the Web-based Electronic Data Review (WebEDR) tool, which performs automated review of analytical data delivered via compatible electronic data deliverables (EDDs). Laboratories may perform self-inspections of a project's analytical data, and reviewers may review data against specific project measurement quality objectives. Users include ERLN members, non-ERLN members on a case-by-case basis, EPA, states, water utilities and commercial/private laboratories.

OEM has developed various project and work plans to define the scope of laboratory response-related activities and issues. This work assignment will build upon the prior work to fully assess and develop laboratory capacity and capabilities for water, air, soil, and surfaces to stay compatible and in parallel with other Agency projects. This work assignment will include efforts toward the enhancement and maintenance of the web-based Laboratory Compendium tool, a repository for ERLN-related data.

The work to be performed under this work assignment will provide support in the following areas, and will continue the work begun under previous contracts and work assignments on this contract:

Task 0 - Work Plan, Administration, and Management

Task 1 - Data Collection (non-Measurements) & Verification of Existing Laboratory Support Capabilities of ERLN and Prospective ERLN Compendium Laboratories

Task 2- Maintain and Enhance Web-based Laboratory Compendium's Functionality and Capability to Add New Laboratories

Task 3 - Prepare Technical Position Documents on Laboratory Issues

Task 4 - Enhance Electronic Data Deliverables and Web-Based Electronic Data Review Tool and Function

Task 5 – Organize and Support Stakeholder Meetings

Task 6 - Support to ERLN During an EPA Emergency Response Activity or Exercise

Task 7 – Develop EPA Enterprise Interface in Laboratory Compendium

## II. BACKGROUND:

EPA's Office of Emergency Management (OEM) serves as the National Program Manager for emergency responses and removal actions conducted under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), response actions conducted in the inland zone under the Oil Pollution Act (OPA), response actions under Emergency Support Function (ESF) 10 of the National Response Framework and other authorities, as appropriate. As part of the process for OEM to meet its mission-related needs, EPA created and now operates and maintains the ERLN.

The ERLN is a network of environmental laboratories (approximately 145 labs) containing a diverse nature of testing capabilities and capacity. The ERLN is available to support a variety of response actions, including CERCLA removals, OPA responses, and nationally significant incidents, such as Hurricane Katrina, the Japan earthquake/tsunami-Fukushima foreign nuclear incident, a terrorist event involving weapons of mass introduction, etc., and it will also support training and exercises. The ERLN is available to support the needs of environmental incidents regardless of the matrix. The Office of Radiation and Indoor Air (ORIA) leads the radiological component of the ERLN and will meet the Office of Air and Radiation's needs under its various authorities. ORIA has coordinated with OEM staff to develop radioanalytical capability and capacity to meet EPA's needs. The ERLN's water component, the Water Laboratory Alliance (WLA), supported by WA 00-09 on this contract, will meet the Office of Water's (OW) needs under its various authorities, such as the Clean Water Act, Safe Drinking Water Act, National Pollutant Discharge Elimination System (NPDES) activities, and other wastewater discharge activities. The Office of Groundwater and Drinking Water's Water Security Division has teamed with OEM's staff to ensure sufficient water testing laboratory (including certified drinking water labs and water utility labs) capability and capacity are incorporated into the ERLN via the WLA. EPA's Office of Research Development provides analytical method development support for OEM's, ORIA's and OW's authorities. The mission of the ERLN is to provide testing services of environmental matrices (water, soil, air, and surfaces). However, an impetus for testing of non-water matrices is to ensure contaminants are not allowed to migrate into surface water and drinking water sources.

## III. QA REQUIREMENTS:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

## IV. DETAILED TASK DESCRIPTION:

All direction under this WA will be provided as written technical direction from the WACOR or Alternate WACOR, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

### Task 0: Work Plan (WP), Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside

the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE.

Deliverables: Work plan and monthly progress and financial reports.

**Task 1: Data Collection (non-Measurements) & Verification of Existing Laboratory Support Capabilities of ERLN and Prospective ERLN Compendium Laboratories**

The Laboratory Compendium is a living data base requiring updates whenever new laboratories apply for membership or there are potential user enhancement modifications for future use. (For cost estimate purposes only, assume there will be a need for three (3) updates per year.)

In this task, the contractor shall:

Collect and update laboratory specific information from federal, state, environmental, agricultural, university, public health laboratory, and commercial sources to expand the web-based EPA Laboratory Compendium tool, with the goal of being able to characterize the capacity and capability of EPA and non-EPA laboratories to analyze for priority contaminants in environmental samples (i.e., water, air, soil sediments, surfaces, etc.).

Update and analyze information contained within the existing Laboratory Compendium to ensure that data are current, accurate and consistent with expected parameters. Data in the current database will also be evaluated to identify common data associated with specific agents to maximize data consistency.

Provide user support for Laboratory Compendium data entry interface including orienting new users (for cost estimates, assume 15 new users per year), supporting system administrators, and contacting current laboratories to update existing information. Users are federal, state, and water utilities who are registered and approved for data access and who have an appropriate entry password. EPA approves users of the Laboratory Compendium through established Standard Operating Procedures. A list of approved users is included within the database. This support also includes continuing to provide data entry services for hard copy information summaries.

Provide additional data collection support as required to support OEM. For example, laboratory tabletop exercises (TTX) and Full Scale Exercises (FSE) demonstrating a simulated event, or Agency directed information searches may be required, in which case, technical direction will be issued. If those requests change the cost of the work assignment, OEM will prepare an amendment.
Collect new ERLN membership application information from EPA's Office of Acquisition Management (OAM). Compare the application to the ERLN membership criteria submitted by OEM, and provide summary report and applicant score to OEM.

Deliverable:
Updated Laboratory Compendium tool efforts shall be initiated upon receipt of TD requesting update. A summary report, listing any changes made to the web-based Laboratory Compendium tool shall be

delivered to the WACOR. Scoring and reporting of new ERLN membership applications shall be submitted to OEM within 30 days of receipt of application from OAM.

Due Dates:
Summary of Laboratory Compendium updates shall be delivered 30 days from receipt of Technical Direction requesting Laboratory Compendium updates.

**Task 2 – Maintain and Enhance Web-Based Laboratory Compendium's Functionality and Capability to Add New Laboratories**

The contractor shall perform the following tasks:

Assist OEM in identifying new Laboratory Compendium users (for cost analysis assume that potentially up to ten (10) new users' groups) as well as expanding Laboratory Compendium capabilities in order to accommodate the evolving needs of various user communities. This assistance includes identifying data needs of stakeholders and possible areas to maximize and adapt Laboratory Compendium capabilities.

Enhance Laboratory Compendium functionality and accessibility, based on written technical direction received from the EPA WACOR. Provide enhanced search capabilities for locations, matrices and specific agent methods and capacities, a comprehensive glossary of terms, and enhanced user group and stakeholder-specific capabilities (i.e., data translations, additional instructions, etc.) to the Laboratory Compendium.

Based on technical direction received from the WACOR, the contractor shall incorporate specified enhancements into the Laboratory Compendium to accommodate user needs. These enhancements may include, but are not limited to, providing links to other EPA systems including the Water Contaminant Information Tool (WCIT) and EPA's Water Security Division's Analytical Toolbox.

Deliverable:

All requests through Task 2 shall be made through a Technical Direction. Deliverables shall be in the form of draft charts and summary and detailed data reports. Required due dates of each deliverable will be noted in the TD.

**Task 3 - Prepare Technical Position Documents on Laboratory Issues**

The Contractor shall perform the following tasks:

Draft Position Papers (for cost estimate purposes, assume eight (8) position papers) **as requested by written Technical Direction**, that discuss short-, medium-, and long-term recommendations to address identified gaps in laboratory capacity, capabilities, and operations. These documents may be in the form of white papers, summary reports, Quality Assurance Project Plans (QAPPs),

outreach plans for facilitating inter-laboratory coordination and information exchange, technical approach plans for coordination of laboratory response activities, etc.

Provide assistance and support to OEM in developing ad hoc informational reports (for cost estimates, assume seven (7) reports) used to develop materials for EPA management regarding data contained in the Laboratory Compendium, recommended activities and improvements to EPA's environmental laboratory support as well as other laboratory-related issues.

Deliverable:
All requests through Task 3 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD.

**Task 4 - Enhance Electronic Data Deliverables (EDD) and Web-based Electronic Data Review (WebEDR) tool**

In this task, the Contractor shall perform the following tasks:

Update the current level 1 and level 1T EDD package to incorporate new data elements to meet program needs.

Update WebEDR tool to accommodate any changes made to current readable EDDs.

Update EDD package Type II to be consistent with ERLN Type II EDD requirements specified in the ERLN membership and data submission requirements guidance available on the ERLN website: http://webedr.fedcsc.com/help/pdf/ERLN-ReqsforDataSubmissions.pdf

Update WebEDR tool to accommodate any changes made to current readable EDDs, including SCRIBE.

Participate in meetings (**for cost estimate purposes, assume long distance travel of six (6) trips with each trip needing support of three (3) contractors**) set up by the EPA WACOR to establish further data delivery needs of the ERLN. This support may consist of meetings designed to expand the elements of the current 1, 1T, and Type 2 level EDD or to develop a single EDD incorporating the 1, 1T, and 2 formats with the formats used by other offices within EPA, e.g., EPA's Office of Superfund Remediation and Technical Innovation (OSRTI) Staged Electronic Data Deliverable (SEDD) format, SCRIBE, etc, or other agency EDD formats

Provide technical support including documentation, training sessions, and Help Desk support for the ERLN data users and EPA-designated personnel to generate compliant EDD files to properly use ADR tool. Prepare monthly progress reports documenting the technical support activities provided via Help Desk phone system, or other assisting mechanism such as virtual meeting/fora, or web-based information pages. Help desk support should be based upon usage during normal government operating hours.
(Note: The Help Desk function for this contract is a buy-in to the existing Sample Management Operations (SMO) Help Desk provided to EPA's OSRTI. No further set-up of equipment or extra

services is required).

Arrange and/or conduct ERLN EDD and/or WebEDR training sessions via on-site training and WEBINAR broadcasts (**for cost estimates, assume four (4) on-site meetings, and eight (8) WEBINAR broadcasts**) for EPA and EPA-designated personnel as directed by the USEPA WACOR. Prepare training presentation materials, as needed, in draft for EPA review, prior to finalizing.

Deliverable:
All requests through Task 5 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD.

**Task 5 - Organize and Support Stakeholder Meetings**

The contractor shall:

> Support ERLN stakeholder meetings by gathering data and drafting reports necessary for meeting preparation, and preparing concise action items or summary and detailed reports from the stakeholder meetings. Stakeholders include EPA, states, and other federal agency participants in maintaining and operating the ERLN.

**For estimating purposes, the contractor should anticipate long distance travel for five (5) trips anywhere in the continental US, Alaska, or Hawaii with each trip needing support of 3 contractors for 2 nights. The contractor shall also anticipate the potential of ten (12) instances of local travel in the Washington, DC area for 2 contractors.**

Deliverable:
All requests through Task 5 shall be made through written Technical Direction. Deliverables shall be in the form of draft written reports, charts, and summary and detailed data reports. Required due dates of each deliverable will be noted in the TD. The contractor shall develop and deliver the draft reports via e-mail to the EPA WACOR, who will review, revise if necessary, and distribute to appropriate recipients.

**Task 6: Support to ERLN During an EPA Emergency Response Activity or Exercise**

The Contractor shall perform the following tasks:

Search Laboratory Compendium to obtain information related to laboratory capability and/or capacity. Information may include, but is not limited to, the number of laboratories with a specific capability or capacity, the location of laboratories within a specified geographic location, the name and point of contact of specific laboratories with specified capability and capacity, etc.

Coordinate with EPA WACOR and EPA on-site field staff (e.g. OSC, RPM, etc) to determine and compile accurate list of site analytical needs and requirements (e.g. analytical method required, special sample processing, sample delivery schedules, data turnaround times, etc.).

Draft Analytical Service Request (ASR) with site requirements. Submit ASR to appropriate group of ERLN laboratories, as determined via TD from WACOR for the purpose of seeking bids from the labs.

Track the number of samples that are being analyzed by ERLN laboratories during a response and make recommendation as to the availability of the laboratories to receive further samples.

Draft operational plans for conducting exercises involving ERLN assets, and facilitate the collection of information from the participating ERLN assets during the exercise. Facilitate hot wash meeting concerning the exercise and deliver a final report summarizing the activities and the outcomes of the exercise.

For the purpose of estimating costs associated with this task, the contractor can assume that four (4) exercises will be conducted requiring participation of six EPA ERLN assets (i.e., laboratories) per exercise.

Deliverable:
All requests through Task 6 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD according to the previously described Tier system.

**Task 7 – Develop EPA Enterprise Interface in Laboratory Compendium**
The contractor shall perform the following tasks:

Assist OEM in developing, testing and implementing an EPA Lab Enterprise interface/user view to the Laboratory Compendium. This assistance involves all "user characteristics," including synchronizing the current EPA view to have similar characteristics if/when required.

Manage data entry to populate new values for data administration tables, including laboratory type, personnel, special services and analytical capabilities. Manage data entry to populate previous data from removed EPA laboratories to facilitate responses and render data management processes more efficient. Update existing schema via modifying existing tables and adding tables to accommodate more specific information needs. These modifications and/or additions will enable collection of data regarding facility ownership (associating an entity to a facility where there may be many laboratories within a single facility) and type of space within a facility.

Develop new "landing" page for EPA Enterprise users. Develop a compiled enterprise report to download from new landing page.

Deliverable:
All requests through Task 7 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD.

## V. SCHEDULE/DELIVERABLES

All work assigned under this WA with the exception of Tasks 0 and 1, shall be assigned through written Technical Directives (TD). TDs shall include specific reports, graphs, information, etc. needed for specific tasks, and shall also include the required delivery data of such report, etc.

The Contractor shall notify the EPA WACOR, EPA CL COR, and EPA CO when 75% of the LOE within the work assignment will be expended.
The Contractor shall obtain approval for all travel, in writing, by the EPA WACOR and CLCOR per contract requirements before any travel commences.

## VI. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)
Financial Reports
Project Specific reports, minutes, summaries, etc., as directed through TD

## VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007),* for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

## VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05. And the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a "conference," with total net expenditures greater than $20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

## IX. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

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|---|---|
| Preferred text format: | MS Word, 8.0 or higher (Office 2007 or higher) |
| Preferred presentation format: | Power Point, Office 2007 or higher |
| Preferred graphics format: | Each graphic is an individual GIF file |
| Preferred portable format: | Adobe Acrobat, version 6.0 |

The WACOR shall identify which of delivered products will require 508 compliance.

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***QUALITY ASSURANCE SURVEILLANCE PLAN***
***for WSD's Mission Support***
**Quality Assurance Surveillance Plan**

The requirements contained in this WA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described in Attachment 4 of the contract. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The WACOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the CLCOR in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

# EPA

United States Environmental Protection Agency
Washington, DC 20460

## Work Assignment

Work Assignment Number: 02-10

☐ Other ☒ Amendment Number: 000001

| Contract Number | Contract Period | Title of Work Assignment/SF Site Name |
|---|---|---|
| EP-C-15-012 | 08/01/2015 To 07/31/2018 Base Option Period Number 2 | Environ Resp Lab Network |

Contractor: CSRA LLC

Specify Section and paragraph of Contract SOW: 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.8, 2.9, 2.11, 2.13

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 08/01/2017 To 07/31/2018

Comments:
The purpose of this amendment 1 to CSRA (EP-C-15-012) WA 02-10 is to revise the PWS. Immediate start is authorized for the amendment. The level-of-effort remains the same at 1,200 hours.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

SFO (*Max 2*) ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

| Line | DCN (Max 6) | Budget/FY (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code |
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### Authorized Work Assignment Ceiling

| | Cost/Fee: | LOE: |
|---|---|---|
| Contract Period: 08/01/2015 To 07/31/2018 | | 1,200 |
| This Action: | | 0 |
| Total: | | 1,200 |

### Work Plan / Cost Estimate Approvals

| | Cost/Fee | LOE |
|---|---|---|
| Contractor WP Dated: | | |
| Cumulative Approved: | | |

| | | |
|---|---|---|
| Work Assignment Manager Name: Lawrence Kaelin<br>(Signature) (Date) | Branch/Mail Code: | |
| | Phone Number: | 732-452-6454 |
| | FAX Number: | |
| Project Officer Name: Nancy Parrotta<br>(Signature) (Date) | Branch/Mail Code: | |
| | Phone Number: | 202-564-5260 |
| | FAX Number: | |
| Other Agency Official Name<br>(Signature) (Date) | Branch/Mail Code: | |
| | Phone Number: | |
| | FAX Number: | |
| Contracting Official Name: Donna Reinhart<br>(Signature) (Date) | Branch/Mail Code: | |
| | Phone Number: | 513-487-2114 |
| | FAX Number: | |

**WORK ASSIGNMENT (WA)**
**PERFORMANCE WORK STATEMENT (PWS)**

**Contract No. EP-C-15-012**
**Work Assignment: WA-02-10**


| | | |
|---|---|---|
| **WACOR:** | **Name:** | **Lawrence Kaelin** |
| | **Branch:** | **Field Operations Branch** |
| | **Division:** | **CBRNe Consequence Management Advisory Division (CMAD)** |
| | **Office:** | **Office of Emergency Management (OEM)** |
| | **Phone:** | **732-321-6625** |
| | **FAX:** | **N/A** |
| | **E-mail:** | **Kaelin.Lawrence@epa.gov** |
| | **Mail code:** | **MS215-209B-005** |
| | **Street Address:** | **2890 Woodbridge Avenue** |
| | **City, State, Zip:** | **Edison, NJ 08837** |


**LOE: 1200 hours**

**Period of Performance: August 1, 2017 to July 31, 2018**

**Title: Environmental Response Laboratory Network (ERLN)**

**PWS Sections: 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.8, 2.9, 2.11, 2.13, 2.15, 3.1.4**

## I. PURPOSE:

The purpose of this work assignment (WA) is to provide support to EPA's Office of Emergency Management (OEM) in managing the Environmental Response Laboratory Network (ERLN) of environmental testing laboratories in the United States. EPA established the broad ERLN in 2009, and contract support under contract EP-C-12-012, Work Assignment 14 has supported it. The intent of this current WA is to manage laboratory testing needs to support responses resulting from an environmental incident, ranging from threats to human health and the environment from a release or potential release of hazardous substances/materials and oil to a nationally significant incident, such as a naturally occurring event (hurricane or tornado) or a major terrorist attack releasing extremely hazardous chemicals, biological agents, or radiological/nuclear agents. The contractor will play a role in supporting further development and update of this network and associated tools, as well as providing continuing management support for the long term sustainability of the network.

This work assignment also supports the maintenance and enhancement of the Compendium of Environmental Testing Laboratories (Laboratory Compendium), which is a web-based tool that enables users of laboratory services to provide and update individual laboratory profiles and to identify laboratories with appropriate analytical capabilities to respond to environmental incidents. Users

include EPA, states, other federal agencies, and water utilities. EPA maintains the Laboratory Compendium within the EPA IT infrastructure and may be accessed at https://cfext.epa.gov/cetl/. It also supports the maintenance and enhancement of the Web-based Electronic Data Review (WebEDR) tool, which performs automated review of analytical data delivered via compatible electronic data deliverables (EDDs). Laboratories may perform self-inspections of a project's analytical data, and reviewers may review data against specific project measurement quality objectives. Users include ERLN members, non-ERLN members on a case-by-case basis, EPA, states, water utilities and commercial/private laboratories.

OEM has developed various project and work plans to define the scope of laboratory response-related activities and issues. This work assignment will build upon the prior work to fully assess and develop laboratory capacity and capabilities for water, air, soil, and surfaces to stay compatible and in parallel with other Agency projects. This work assignment will include efforts toward the enhancement and maintenance of the web-based Laboratory Compendium tool, a repository for ERLN-related data.

The work to be performed under this work assignment will provide support in the following areas, and will continue the work begun under previous contracts and work assignments on this contract:

Task 0 - Work Plan, Administration, and Management

Task 1 - Data Collection (non-Measurements) & Verification of Existing Laboratory Support Capabilities of ERLN and Prospective ERLN Compendium Laboratories

Task 2- Maintain and Enhance Web-based Laboratory Compendium's Functionality and Capability to Add New Laboratories

Task 3 - Prepare Technical Position Documents on Laboratory Issues

Task 4 - Enhance Electronic Data Deliverables and Web-Based Electronic Data Review Tool and Function

Task 5 – Organize and Support Stakeholder Meetings

Task 6 - Support to ERLN During an EPA Emergency Response Activity or Exercise

Task 7 – Develop EPA Enterprise Interface in Laboratory Compendium

## II. BACKGROUND:

EPA's Office of Emergency Management (OEM) serves as the National Program Manager for emergency responses and removal actions conducted under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), response actions conducted in the inland zone under the Oil Pollution Act (OPA), response actions under Emergency Support Function (ESF) 10 of the National Response Framework and other authorities, as appropriate. As part of the process for OEM to meet its mission-related needs, EPA created and now operates and maintains the ERLN.

The ERLN is a network of environmental laboratories (approximately 145 labs) containing a diverse nature of testing capabilities and capacity. The ERLN is available to support a variety of response actions, including CERCLA removals, OPA responses, and nationally significant incidents, such as Hurricane Katrina, the Japan earthquake/tsunami-Fukushima foreign nuclear incident, a terrorist event involving weapons of mass introduction, etc., and it will also support training and exercises. The ERLN is available to support the needs of environmental incidents regardless of the matrix. The Office of Radiation and Indoor Air (ORIA) leads the radiological component of the ERLN and will meet the Office of Air and Radiation's needs under its various authorities. ORIA has coordinated with OEM staff to develop radioanalytical capability and capacity to meet EPA's needs. The ERLN's water component, the Water Laboratory Alliance (WLA), supported by WA 00-09 on this contract, will meet the Office of Water's (OW) needs under its various authorities, such as the Clean Water Act, Safe Drinking Water Act, National Pollutant Discharge Elimination System (NPDES) activities, and other wastewater discharge activities. The Office of Groundwater and Drinking Water's Water Security Division has teamed with OEM's staff to ensure sufficient water testing laboratory (including certified drinking water labs and water utility labs) capability and capacity are incorporated into the ERLN via the WLA. EPA's Office of Research Development provides analytical method development support for OEM's, ORIA's and OW's authorities. The mission of the ERLN is to provide testing services of environmental matrices (water, soil, air, and surfaces). However, an impetus for testing of non-water matrices is to ensure contaminants are not allowed to migrate into surface water and drinking water sources.

## III. QA REQUIREMENTS:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

## IV. DETAILED TASK DESCRIPTION:

All direction under this WA will be provided as written technical direction from the WACOR or Alternate WACOR, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

### Task 0: Work Plan (WP), Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of

proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE.

Deliverables: Work plan and monthly progress and financial reports.

**Task 1: Data Collection (non-Measurements) & Verification of Existing Laboratory Support Capabilities of ERLN and Prospective ERLN Compendium Laboratories**

The Laboratory Compendium is a living data base requiring updates whenever new laboratories apply for membership or there are potential user enhancement modifications for future use.

In this task, the contractor shall:

Provide user support for Laboratory Compendium data entry interface including orienting new users (for cost estimates, assume 1-2 new users per year), supporting system administrators, and contacting current laboratories to update existing information. Users are federal, state, and water utilities who are registered and approved for data access and who have an appropriate entry password. EPA approves users of the Laboratory Compendium through established Standard Operating Procedures. A list of approved users is included within the database. This support also includes continuing to provide data entry services for hard copy information summaries.

Provide additional data collection support as required to support OEM. For example, laboratory tabletop exercises (TTX) and Full Scale Exercises (FSE) demonstrating a simulated event, or Agency directed information searches may be required, in which case, technical direction will be issued. If those requests change the cost of the work assignment, OEM will prepare an amendment.
Collect new ERLN membership application information from EPA's Office of Acquisition Management (OAM). For cost estimates, assume up to 5 membership applications. Compare the application to the ERLN membership criteria submitted by OEM, and provide summary report and applicant score to OEM.

Deliverable:
Updated Laboratory Compendium tool efforts shall be initiated upon receipt of TD requesting update. A summary report, listing any changes made to the web-based Laboratory Compendium tool shall be delivered to the WACOR. Scoring and reporting of new ERLN membership applications shall be submitted to OEM within 30 days of receipt of application from OAM.

Due Dates:
Summary of Laboratory Compendium updates shall be delivered 30 days from receipt of Technical Direction requesting Laboratory Compendium updates.

**Task 2 – Maintain and Enhance Web-Based Laboratory Compendium's Functionality and Capability to Add New Laboratories**

The contractor shall perform the following tasks:

Assist OEM in identifying new Laboratory Compendium users (for cost analysis assume that potentially up to one to two (1-2) new users' groups) as well as expanding Laboratory Compendium capabilities in order to accommodate the evolving needs of various user communities. This assistance includes identifying data needs of stakeholders and possible areas to maximize and adapt Laboratory Compendium capabilities.

Deliverable:

All requests through Task 2 shall be made through a Technical Direction. Deliverables shall be in the form of draft charts and summary and detailed data reports. Required due dates of each deliverable will be noted in the TD.

**Task 3 - Prepare Technical Position Documents on Laboratory Issues**

The Contractor shall perform the following tasks:

Draft Position Papers (for cost estimate purposes, assume one (1) position papers) **as requested by written Technical Direction**, that discuss short-, medium-, and long-term recommendations to address identified gaps in laboratory capacity, capabilities, and operations. These documents may be in the form of white papers, summary reports, Quality Assurance Project Plans (QAPPs), outreach plans for facilitating inter-laboratory coordination and information exchange, technical approach plans for coordination of laboratory response activities, etc.

Provide assistance and support to OEM in developing ad hoc informational reports (for cost estimates, assume two (2) reports) used to develop materials for EPA management regarding data contained in the Laboratory Compendium, recommended activities and improvements to EPA's environmental laboratory support as well as other laboratory-related issues.

Deliverable:
All requests through Task 3 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD.

**Task 4 – Maintain and Enhance Electronic Data Deliverables (EDD) and Web-based Electronic Data Review (WebEDR) tool**

In this task, the Contractor shall perform the following tasks:

Maintain WebEDR tool to accommodate any changes made to current readable EDDs.

Participate in meetings (**for cost estimate purposes, assume local travel of 2 trips needing support of three (3) contractors**) set up by the EPA WACOR to establish further data delivery needs of the ERLN. This support may consist of meetings designed to expand the elements of the current Type 1 and Type 2 level EDD or to develop a single EDD incorporating the Type 1 and 2 formats with the formats used by other offices within EPA, e.g., EPA's Office of Superfund Remediation and Technical Innovation (OSRTI) Staged Electronic Data Deliverable (SEDD) format, SCRIBE, etc., or other agency EDD formats

Provide technical support including documentation, training sessions, and Help Desk support for the ERLN data users and EPA-designated personnel to generate compliant EDD files to properly use ADR tool (for cost estimate purposes assume 5 instances of providing technical support). Prepare monthly progress reports documenting the technical support activities provided via Help Desk phone system, or other assisting mechanism such as virtual meeting/fora, or web-based information pages. Help desk support should be based upon usage during normal government operating hours.
(Note: The Help Desk function for this contract is a buy-in to the existing Sample Management Operations (SMO) Help Desk provided to EPA's OSRTI. No further set-up of equipment or extra services is required).

Arrange and/or conduct ERLN EDD and/or WebEDR training sessions via WEBINAR broadcasts (**for cost estimates, assume two (2) WEBINAR broadcasts**) for EPA and EPA-designated personnel as directed by the USEPA WACOR. Prepare training presentation materials, as needed, in draft for EPA review, prior to finalizing.

Deliverable:
All requests through Task 5 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD.

**Task 5 - Organize and Support Stakeholder Meetings**

The contractor shall:

> Support ERLN stakeholder meetings by gathering data and drafting reports necessary for meeting preparation, and preparing concise action items or summary and detailed reports from the stakeholder meetings. Stakeholders include EPA, states, and other federal agency participants in maintaining and operating the ERLN.

Deliverable:
All requests through Task 5 shall be made through written Technical Direction. Deliverables shall be in the form of draft written reports, charts, and summary and detailed data reports. Required due dates of each deliverable will be noted in the TD. The contractor shall develop and deliver the draft reports via e-mail to the EPA WACOR, who will review, revise if necessary, and distribute to appropriate recipients.

**Task 6: Support to ERLN During an EPA Emergency Response Activity or Exercise**

The Contractor shall perform the following tasks:

Search Laboratory Compendium to obtain information related to laboratory capability and/or capacity. Information may include, but is not limited to, the number of laboratories with a specific capability or capacity, the location of laboratories within a specified geographic location, the name and point of contact of specific laboratories with specified capability and capacity, etc.

Coordinate with EPA WACOR and EPA on-site field staff (e.g. OSC, RPM, etc) to determine and compile accurate list of site analytical needs and requirements (e.g. analytical method required, special sample processing, sample delivery schedules, data turnaround times, etc.).

Draft Analytical Service Request (ASR) with site requirements. Submit ASR to appropriate group of ERLN laboratories, as determined via TD from WACOR for the purpose of seeking bids from the labs.

Track the number of samples that are being analyzed by ERLN laboratories during a response and make recommendation as to the availability of the laboratories to receive further samples.

For the purpose of estimating costs associated with this task, the contractor can assume that one (1) exercise will be conducted requiring participation of six EPA ERLN assets (i.e., laboratories) per exercise.

Deliverable:
All requests through Task 6 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD according to the previously described Tier system.

**Task 7 – Develop EPA Enterprise Interface in Laboratory Compendium**
The contractor shall perform the following tasks:

Assist OEM in developing, testing and implementing an EPA Lab Enterprise interface/user view to the Laboratory Compendium. This assistance involves all "user characteristics," including synchronizing the current EPA view to have similar characteristics if/when required.

Manage data entry to populate new values for data administration tables, including laboratory type, personnel, special services and analytical capabilities. Manage data entry to populate previous data from removed EPA laboratories to facilitate responses and render data management processes more efficient. Update existing schema via modifying existing tables and adding tables to accommodate more specific information needs. These modifications and/or additions will enable collection of data regarding facility ownership (associating an entity to a facility where there may be many laboratories within a single facility) and type of space within a facility.

Develop new "landing" page for EPA Enterprise users. Develop a compiled enterprise report to download from new landing page.

Deliverable:
All requests through Task 7 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD.

## V. SCHEDULE/DELIVERABLES

All work assigned under this WA with the exception of Tasks 0 and 1, shall be assigned through written Technical Directives (TD). TDs shall include specific reports, graphs, information, etc. needed for specific tasks, and shall also include the required delivery data of such report, etc.

The Contractor shall notify the EPA WACOR, EPA CL COR, and EPA CO when 75% of the LOE within the work assignment will be expended.
The Contractor shall obtain approval for all travel, in writing, by the EPA WACOR and CLCOR per contract requirements before any travel commences.

## VI. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)
Financial Reports
Project Specific reports, minutes, summaries, etc., as directed through TD

## VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007),* for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

## VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05. And the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a "conference," with total net expenditures greater than $20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

## IX. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

| | |
|---|---|
| Preferred text format: | MS Word, 8.0 or higher (Office 2007 or higher) |
| Preferred presentation format: | Power Point, Office 2007 or higher |
| Preferred graphics format: | Each graphic is an individual GIF file |
| Preferred portable format: | Adobe Acrobat, version 6.0 |

The WACOR shall identify which of delivered products will require 508 compliance.

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***QUALITY ASSURANCE SURVEILLANCE PLAN***
***for WSD's Mission Support***
**Quality Assurance Surveillance Plan**

The requirements contained in this WA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described in Attachment 4 of the contract. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The WACOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the CLCOR in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

# EPA

United States Environmental Protection Agency
Washington, DC 20460

## Work Assignment

Work Assignment Number: 02-11

☐ Other ☐ Amendment Number:

| Contract Number | Contract Period | Title of Work Assignment/SF Site Name |
|---|---|---|
| EP-C-15-012 | 08/01/2015 To 07/31/2018 Base Option Period Number 2 | Rad Lab Audits |

| Contractor | Specify Section and paragraph of Contract SOW |
|---|---|
| CSRA LLC | 3.1.4 |

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 08/01/2017 To 07/31/2018

Comments:
In accordance with clause B.1 immediate start is authorized for this work assignment beginning on August 1, 2017. If the work plan is not approved within 35 calendar days after receipt of the work plan, the contractor shall stop work.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

| Line | DCN (Max 6) | Budget/FY (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
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### Authorized Work Assignment Ceiling

| | Cost/Fee | LOE |
|---|---|---|
| Contract Period: 08/01/2015 To 07/31/2018 | | 0 |
| This Action: | | 2,610 |
| Total: | | 2,610 |

### Work Plan / Cost Estimate Approvals

| | Cost/Fee | LOE |
|---|---|---|
| Contractor WP Dated: | | |
| Cumulative Approved: | | |

| | | |
|---|---|---|
| Work Assignment Manager Name: Michella Karapondo | (Signature) | (Date) | Branch/Mail Code: Phone Number: 513-569-7141 FAX Number: |
| Project Officer Name: Nancy Parrotta | (Signature) | (Date) | Branch/Mail Code: Phone Number: 202-564-5260 FAX Number: |
| Other Agency Official Name: Erin Ridder | (Signature) | (Date) | Branch/Mail Code: Phone Number: 513-487-2155 FAX Number: |
| Contracting Official Name: Donna Reinhart | (Signature) | (Date) | Branch/Mail Code: Phone Number: 513-487-2114 FAX Number: |

**PERFORMANCE WORK STATEMENT**
**CSRA EP-C-15-012**
**Work Assignment No. 02-11**
**Period of Performance: 8/1/17-7/31/18**

## I. ADMINISTRATIVE:

### A. Title: SRMD Radiochemistry Audit Support

**B. Work Assignment Manager:**

Michella Karapondo
Technical Support Center
Standards and Risk Management Division
Office of Ground Water and Drinking Water (OGWDW)
26 W. Martin Luther King Dr.
MS-140
Cincinnati, OH 45268
Phone: (513) 569-7141
FAX: (513) 569-7191
Email: karapondo.michella@epa.gov

**Alternate Work Assignment Manager:**

Glynda Smith
Technical Support Center
Standards and Risk Management Division
Office of Ground Water and Drinking Water (OGWDW)
26 W. Martin Luther King Dr.
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Cincinnati, OH 45268
Phone: (513) 569-7652
FAX: (513) 569-7191
Email: smith.glynda@epa.gov

**C. Quality Assurance:**
Task(s) ___1_____ in this Work Assignment (WA) requires quality assurance (QA). Consistent with the Agency's QA requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on this/these task(s) cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officer Representative (CLCOR) via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

**D. Background:**

The National Primary Drinking Water Regulations require public water systems to monitor for certain radiological contaminants, as per 40 CFR 141.26. To ensure data quality, as well as to fulfill requirements of 40 CFR 141.28, drinking water compliance samples must be analyzed by laboratories certified by the State or EPA, using promulgated methods found in 40 CFR 141.25 or their equivalent, as determined by EPA in accordance with 40 CFR 141.27, for analyzing samples for radiochemical contamination. The Office of Ground Water and Drinking Water, Technical Support Center, Laboratory Certification Program oversees the certification of laboratories analyzing samples for drinking water compliance monitoring. EPA Regions are responsible for determining the certification status for the state principal laboratory system in each primacy state within the Region. One of the requirements for state primary enforcement

responsibility ("primacy") under 40 CFR 142.10 is that states must have "laboratory facilities certified by the Administrator (EPA) and capable of performing analytical measurements of all contaminants specified in the State primary drinking water regulations." Typically, EPA personnel from each Region have responsibility for conducting periodic laboratory audits of the state facilities to ensure laboratory capability and to grant certification to those laboratories. However, at this time, most EPA Regions lack the expertise to perform audits of laboratories performing radiochemical analysis of drinking water compliance monitoring samples. Effort provided by the contractor through this work assignment will provide EPA with technical expertise to conduct audits of radiochemistry laboratories and provide technical assistance to EPA to allow EPA to determine if those laboratories should be granted drinking water certification for the radiochemical analytical methods.

## II. OBJECTIVE:

The purpose of this work assignment is to provide technical assistance needed by Office of Water, Office of Ground Water and Drinking Water, Technical Support Center, Laboratory Certification Program, to evaluate the capability of selected laboratories analyzing samples for radiochemical contaminants in drinking water and provide recommendations about the drinking water certification status of these laboratories to the appropriate State and Regional Certification Officers. To achieve this purpose, the contractor shall be expected to conduct on-site audits and data audits of laboratories performing radiochemical analyses of drinking water compliance monitoring samples, and provide recommendations in reports and checklists to EPA and the appropriate State and Regional Certification Officers. This project supports programmatic support needs related to our national all hazards homeland security responsibilities by ensuring technical capability of laboratories analyzing drinking water samples for radiochemical contaminants.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's Strategic Plan: 2011 to 2015 and EPA's Homeland Security Strategy (2004). Under EPA's Strategic Plan, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's Homeland Security Strategy, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards' approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, adaptation and impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

This work will be completed commensurate with Task 3.1.4, Laboratory Support Capabilities of the Contract Level PWS. The level of effort estimated for this work assignment is 2,610 hours.

## III. TASK DETAIL:

The contractor shall perform the following tasks:

**Task 0 - Work Plan Submission:**
The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of (a) proposed staff, (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor, and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level Quality Assurance Project Plan (QAPP) or a Project-Specific Quality Assurance Project Plan (PQAPP) is not required.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 01-11. This task also includes monthly progress and financial reports, which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice level of effort (LOE) and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the CLCOR and EPA WA Contracting Officer's Representative (COR) if any changes to the collection and analysis of the data is needed and prepare a PQAPP accordingly.

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event (e.g., meeting or training). Those costs would include travel of prime and consultant personnel, planning and facilitation costs, audio/visual, and rental of venue costs. The EPA WACOR will prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**Deliverables:** Work plan, PQAPP and monthly progress and financial reports.

**Task 1 - Audits of Radiochemistry Laboratories**

The contractor shall assess the facilities, equipment, and scientific expertise of state principal laboratories which analyze samples for radiochemical contaminants in drinking water and determine compliance with the requirements of Chapters 1, 2, 3, and 6 of the Manual for the Certification of Laboratories Analyzing Drinking Water, the radiochemistry drinking water methods in 40 CFR 141.25 and Appendix A to Subpart C of 141 as well as Alternate Test Procedure radiochemistry methods approved by OGWDW for drinking water. As directed by the EPA WACOR or designated Task Manager, the contractor shall perform on-site audits of up to twelve radiochemical laboratories, including but not limited to laboratories acting as the state principal laboratories of California, Connecticut, Iowa, Minnesota, New Jersey, Tennessee, and Texas. Additional laboratories will be identified by technical direction. If a laboratory acting as a state principal laboratory has been granted drinking water certification by a recognized state certification program, the contractor shall first assess documentation supporting that drinking water certification decision, including Laboratory Quality Assurance Plans/Manuals, Standard Operating Procedures, Proficiency Testing results and supporting data, and other related materials to determine if the certification decision meets the aforementioned requirements. If the supporting documentation does not meet the requirements of the drinking water certification program, the contractor may perform an on-site audit of the lab as directed by the EPA WACOR. The listing of laboratories is subject to change due to scheduling and resources. In performing these audits, the contractor shall make it clear to all laboratory staff that they are working as a contractor to the Environmental Protection Agency. The contractor also shall indicate that all questions of policy must be directed to EPA since the contractor cannot represent the Agency. (PWS Task 3.1.4, Laboratory Support Capabilities)

Contractor personnel performing radiochemical laboratory audits shall be familiar with Chapters 1, 2, 3, and 6 of the Manual for the Certification of Laboratories Analyzing Drinking Water, the radiochemistry drinking water methods and analytical requirements in 40 CFR 141.25 as well as Alternate Test Procedure radiochemistry methods approved by OGWDW for drinking water, and audit checklists and other information provided by EPA. When possible, Regional and/or State Certification Officers will accompany the third party expert during the on-site audit. The contractor shall coordinate with regional and/or state personnel and the laboratory to schedule time for each audit with concurrence of the EPA WACOR. Audits should be scheduled such that some audits can be grouped by location to assist in reducing travel costs. The contractor shall copy all correspondence to the work assignment manager, including correspondence between the contractor and the Regional Certification Officer, and correspondence between the laboratory and the contractor should also be copied to the Regional Certification Officer and the EPA WACOR.

Prior to the audit, as needed, the EPA work assignment manager will hold a pre-audit teleconference with the Regional Certification Officer and the contractor to discuss scheduling the audit and to identify Regional preferences in conducting the audit. Prior to the scheduled audit, the contractor shall send a pre-audit checklist to the laboratory, allowing two weeks to respond. Example checklists can be found in Chapter 6 of the Manual for the Certification of Laboratories Analyzing Drinking Water. The contractor must either develop an audit checklist based on the aforementioned requirements, or use a checklist provided by the EPA WACOR. Items on the audit checklist must provide references to Chapters 1, 2, 3, and 6 of the Manual for the Certification of Laboratories Analyzing Drinking Water, the radiochemistry drinking

water methods and analytical requirements in 40 CFR 141.25 as well as Alternate Test Procedure radiochemistry methods. Checklists must clearly identify "findings", or items found in the laboratory which conflict with drinking water regulations, including promulgated analytical methods and documents incorporated into regulation by reference, and "recommendations", or items identified that are not conflicting with drinking water regulations or promulgated analytical methods, but the addition of which would improve the analytical capabilities of the laboratory being audited.

Prior to the audit, the contractor shall review the response from the laboratory to be audited for completeness. The contractor may call the laboratory to address missing or unclear items. The items to be reviewed prior to the audit could include Laboratory Quality Assurance Plans, personnel listings, proficiency testing (PT) results, and other laboratory data as applicable. If the items to be reviewed prior to an audit are insufficient or incomplete, the audit may be rescheduled while the laboratory provides a complete set of documentation. Audits should follow the protocols found in Appendix B of the Manual for the Certification of Laboratories Analyzing Drinking Water.

While on-site at the laboratory, the audit should include a brief opening meeting with laboratory personnel, and prior to leaving the laboratory, a closing meeting should be held to discuss with the laboratory any "findings" that will be discussed in the audit report.

The contractor shall provide a written summary of the results of each audit, using guidelines provided by EPA. A copy of the completed audit checklist shall accompany each report. The report may include observations not included on the checklist. The report shall clearly identify "findings", or items found in the laboratory which conflict with drinking water regulations, including promulgated analytical methods and documents incorporated into regulation by reference, and "recommendations", or items identified that are not conflicting with drinking water regulations or promulgated analytical methods, but the addition of which would improve the analytical capabilities of the laboratory being audited. "Findings" and "recommendations" should be clearly referenced in the report to the appropriate section of the Manual for the Certification of Laboratories Analyzing Drinking Water, the appropriate section of the promulgated analytical method, or the section of the Code of Federal Regulations. The report may also identify "findings" where actual laboratory practices conflict with the laboratory's own Quality Assurance Manual and SOPs; these "findings" should be clearly referenced to the laboratory's Quality Assurance documents.

In addition, the report shall clearly identify the analytical methods for which the laboratory and/or Region has requested certification, and the certification status of each method shall be clearly identified. Drinking water certification statuses can be found in the Manual for the Certification of Laboratories Analyzing Drinking Water, in chapter 3, section 8. Reports shall be signed and dated by persons performing the audit. Reports shall be sent to the appropriate Certification Officer, as designated by the WACOR, and to the WACOR. Technical questions regarding the report shall be answered by the contractor with review and approval by the WACOR; policy questions regarding the report shall be answered by the WACOR. If the EPA Region finalizes the draft lab evaluation report, the draft deliverable shall be considered the final evaluation report.

**Deliverables:** Draft and final lab evaluation reports and accompanying checklists. NOTE: If less than two weeks remain in the option period, the deliverable shall be the completed checklist and a listing of analytical methods and certification status for each method.

**Task 2: Radiochemistry Technical Support.**
The contractor shall provide technical support regarding the use of radiochemistry methods, radiochemistry applications, and related health physics concerns in support of laboratory certification or preparedness. The contractor shall maintain EPA's capacity to provide technical expertise by ensuring that the qualifications of assigned experts and technical response personnel meet the requirements of the Manual for the Certification of Laboratories Analyzing Drinking Water and current industry practices and standards. (PWS Task 3.1.4, Laboratory Support Capabilities).

**Deliverables:** Deliverables will be determined by the WACOR based on required response, and timing of such will be included on technical directives.

**Task 3: Radiochemistry Auditor Training.**
The contractor shall develop guidelines to assist Drinking Water Certification Officers in auditing radiochemistry laboratories. The contractor shall, in conjunction with the WACOR, develop text to be used in auditor training, including information on drinking water methods, instrumentation, auditing techniques, and criteria specified in the Manual for the Certification of Laboratories Analyzing Drinking Water.

**Deliverables:** Deliverables will be determined by the WACOR based on required response, and timing of such will be included on technical directives.

## IV. SCHEDULE OF DELIVERABLES:

Specific deliverables, by Task, are detailed in the table below. All work will be determined by technical direction.

| TASK No. | DELIVERABLE | DATE DUE TO EPA |
|---|---|---|
| **Task 0 - Workplan Submission** | | |
| Workplan and budget | | According to contract |
| Monthly progress reports | | Monthly |
| **Task 1 -** | | |

| | |
|---|---|
| On-site laboratory audits | To be determined by technical direction; an exact date cannot be determined prior to receiving stakeholder feedback |
| Draft Laboratory Evaluation Report and Checklist | 2 weeks after audit of the laboratory |
| Final Laboratory Evaluation Report and Checklist | 1 week after receipt of comments from WACOR if applicable |

| **Task 2 -** | |
|---|---|
| Technical support provided as requested per technical direction | As directed by EPA WACOR |
| **Task 3 –** | |
| Draft script for Certification Officer Auditor training. | June 30, 2018 |

## V. MISCELLANEOUS:

**Software Application Files and Accessibility:**
Software application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

| | |
|---|---|
| Preferred text format: | MS Word 8.0 or higher (Office 2007 or higher) |
| Preferred presentation format: | Power Point, Office 2007 or higher |
| Preferred graphics format: | Each graphic is an individual GIF file |
| Preferred portable format: | Adobe Acrobat, version 6.0 |
| Preferred technology: | ESRI ArcGIS Desktop 10.4 or higher |

The EPA WACOR shall identify which of delivered products will require 508 compliance.

## VI. TRAVEL

The contractor shall anticipate up to twelve (12) contractor trips in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this Work

Assignment and support advancement of the work under Task 1, as well as the EPA's Mission to ensure protection of human health and the environment.

## VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than $20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## X. Technical Direction

The CLCOR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the CLCOR.

## XI. QUALITY ASSURANCE SURVEILLANCE PLAN:

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

# EPA

United States Environmental Protection Agency
Washington, DC 20460

## Work Assignment

Work Assignment Number: 02-11

☐ Other ☒ Amendment Number: 000001

| Contract Number | Contract Period | Title of Work Assignment/SF Site Name |
|---|---|---|
| EP-C-15-012 | 08/01/2015 To 07/31/2018 Base Option Period Number 2 | SRMD Radiochem Lab Audits |

| Contractor | Specify Section and paragraph of Contract SOW |
|---|---|
| CSRA LLC | 3.1.4 |

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 08/01/2017 To 07/31/2018

Comments:
The purpose of this amendment 1 to CSRA (EP-C-15-012) WA 02-11 is to amend the PWS to remove the conflicting QA language. There is no change to the level of effort hours in the original WA.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

SFO (*Max 2*) ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

| Line | DCN (Max 6) | Budget/FY (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |

### Authorized Work Assignment Ceiling

| | Contract Period: | Cost/Fee: | LOE: |
|---|---|---|---|
| | 08/01/2015 To 07/31/2018 | | |
| This Action: | | | |
| Total: | | | |

### Work Plan / Cost Estimate Approvals

| | | | |
|---|---|---|---|
| Contractor WP Dated: | | Cost/Fee | LOE: |
| Cumulative Approved: | | Cost/Fee | LOE: |

| | | |
|---|---|---|
| Work Assignment Manager Name: Michella Karapondo<br>(Signature) (Date) | Branch/Mail Code: | |
| | Phone Number: | 513-569-7141 |
| | FAX Number: | |
| Project Officer Name: Nancy Parrotta<br>(Signature) (Date) | Branch/Mail Code: | |
| | Phone Number: | 202-564-5260 |
| | FAX Number: | |
| Other Agency Official Name<br>(Signature) (Date) | Branch/Mail Code: | |
| | Phone Number: | |
| | FAX Number: | |
| Contracting Official Name: Donna Reinhart<br>(Signature) (Date) | Branch/Mail Code: | |
| | Phone Number: | 513-487-2114 |
| | FAX Number: | |

**PERFORMANCE WORK STATEMENT**
**CSRA EP-C-15-012**
**Work Assignment No. 02-11**
**Period of Performance: 8/1/17-7/31/18**

## I. ADMINISTRATIVE:

### A. Title: SRMD Radiochemistry Audit Support

**B. Work Assignment Manager:**

Michella Karapondo
Technical Support Center
Standards and Risk Management Division
Office of Ground Water and Drinking Water (OGWDW)
26 W. Martin Luther King Dr.
MS-140
Cincinnati, OH 45268
Phone: (513) 569-7141
FAX: (513) 569-7191
Email: karapondo.michella@epa.gov

**Alternate Work Assignment Manager:**

Glynda Smith
Technical Support Center
Standards and Risk Management Division
Office of Ground Water and Drinking Water (OGWDW)
26 W. Martin Luther King Dr.
MS-140
Cincinnati, OH 45268
Phone: (513) 569-7652
FAX: (513) 569-7191
Email: smith.glynda@epa.gov

**C. Quality Assurance:**
Task(s) ___1_____ in this Work Assignment (WA) requires quality assurance (QA). Consistent with the Agency's QA requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. However, this WA is a continuation of WA 01-11 and does not require a new PQAPP. Work on this/these task(s) cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officer Representative (CLCOR) via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

**D. Background:**

The National Primary Drinking Water Regulations require public water systems to monitor for certain radiological contaminants, as per 40 CFR 141.26. To ensure data quality, as well as to fulfill requirements of 40 CFR 141.28, drinking water compliance samples must be analyzed by laboratories certified by the State or EPA, using promulgated methods found in 40 CFR 141.25 or their equivalent, as determined by EPA in accordance with 40 CFR 141.27, for analyzing samples for radiochemical contamination. The Office of Ground Water and Drinking Water, Technical Support Center, Laboratory Certification Program oversees the certification of laboratories analyzing samples for drinking water compliance monitoring. EPA Regions are responsible for determining the certification status for the state principal laboratory system in

each primacy state within the Region. One of the requirements for state primary enforcement responsibility ("primacy") under 40 CFR 142.10 is that states must have "laboratory facilities certified by the Administrator (EPA) and capable of performing analytical measurements of all contaminants specified in the State primary drinking water regulations." Typically, EPA personnel from each Region have responsibility for conducting periodic laboratory audits of the state facilities to ensure laboratory capability and to grant certification to those laboratories. However, at this time, most EPA Regions lack the expertise to perform audits of laboratories performing radiochemical analysis of drinking water compliance monitoring samples. Effort provided by the contractor through this work assignment will provide EPA with technical expertise to conduct audits of radiochemistry laboratories and provide technical assistance to EPA to allow EPA to determine if those laboratories should be granted drinking water certification for the radiochemical analytical methods.

## II. OBJECTIVE:

The purpose of this work assignment is to provide technical assistance needed by Office of Water, Office of Ground Water and Drinking Water, Technical Support Center, Laboratory Certification Program, to evaluate the capability of selected laboratories analyzing samples for radiochemical contaminants in drinking water and provide recommendations about the drinking water certification status of these laboratories to the appropriate State and Regional Certification Officers. To achieve this purpose, the contractor shall be expected to conduct on-site audits and data audits of laboratories performing radiochemical analyses of drinking water compliance monitoring samples, and provide recommendations in reports and checklists to EPA and the appropriate State and Regional Certification Officers. This project supports programmatic support needs related to our national all hazards homeland security responsibilities by ensuring technical capability of laboratories analyzing drinking water samples for radiochemical contaminants.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's Strategic Plan: 2011 to 2015 and EPA's Homeland Security Strategy (2004). Under EPA's Strategic Plan, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's Homeland Security Strategy, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards' approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, adaptation and impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

This work will be completed commensurate with Task 3.1.4, Laboratory Support Capabilities of the Contract Level PWS. The level of effort estimated for this work assignment is 2,610 hours.

## III. TASK DETAIL:

The contractor shall perform the following tasks:

**Task 0 - Work Plan Submission:**
The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of (a) proposed staff, (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor, and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 01-11. This task also includes monthly progress and financial reports, which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice level of effort (LOE) and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the CLCOR and EPA WA Contracting Officer's Representative (COR) if any changes to the collection and analysis of the data is needed and prepare a PQAPP accordingly.

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event (e.g., meeting or training). Those costs would include travel of prime and consultant personnel, planning and facilitation costs, audio/visual, and rental of venue costs. The EPA WACOR will prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**Deliverables:** Work plan, PQAPP and monthly progress and financial reports.

**Task 1 - Audits of Radiochemistry Laboratories**

The contractor shall assess the facilities, equipment, and scientific expertise of state principal laboratories which analyze samples for radiochemical contaminants in drinking water and determine compliance with the requirements of Chapters 1, 2, 3, and 6 of the Manual for the Certification of Laboratories Analyzing Drinking Water, the radiochemistry drinking water

methods in 40 CFR 141.25 and Appendix A to Subpart C of 141 as well as Alternate Test Procedure radiochemistry methods approved by OGWDW for drinking water. As directed by the EPA WACOR or designated Task Manager, the contractor shall perform on-site audits of up to twelve radiochemical laboratories, including but not limited to laboratories acting as the state principal laboratories of California, Connecticut, Iowa, Minnesota, New Jersey, Tennessee, and Texas. Additional laboratories will be identified by technical direction. If a laboratory acting as a state principal laboratory has been granted drinking water certification by a recognized state certification program, the contractor shall first assess documentation supporting that drinking water certification decision, including Laboratory Quality Assurance Plans/Manuals, Standard Operating Procedures, Proficiency Testing results and supporting data, and other related materials to determine if the certification decision meets the aforementioned requirements. If the supporting documentation does not meet the requirements of the drinking water certification program, the contractor may perform an on-site audit of the lab as directed by the EPA WACOR. The listing of laboratories is subject to change due to scheduling and resources. In performing these audits, the contractor shall make it clear to all laboratory staff that they are working as a contractor to the Environmental Protection Agency. The contractor also shall indicate that all questions of policy must be directed to EPA since the contractor cannot represent the Agency. (PWS Task 3.1.4, Laboratory Support Capabilities)

Contractor personnel performing radiochemical laboratory audits shall be familiar with Chapters 1, 2, 3, and 6 of the Manual for the Certification of Laboratories Analyzing Drinking Water, the radiochemistry drinking water methods and analytical requirements in 40 CFR 141.25 as well as Alternate Test Procedure radiochemistry methods approved by OGWDW for drinking water, and audit checklists and other information provided by EPA. When possible, Regional and/or State Certification Officers will accompany the third party expert during the on-site audit. The contractor shall coordinate with regional and/or state personnel and the laboratory to schedule time for each audit with concurrence of the EPA WACOR. Audits should be scheduled such that some audits can be grouped by location to assist in reducing travel costs. The contractor shall copy all correspondence to the work assignment manager, including correspondence between the contractor and the Regional Certification Officer, and correspondence between the laboratory and the contractor should also be copied to the Regional Certification Officer and the EPA WACOR.

Prior to the audit, as needed, the EPA work assignment manager will hold a pre-audit teleconference with the Regional Certification Officer and the contractor to discuss scheduling the audit and to identify Regional preferences in conducting the audit. Prior to the scheduled audit, the contractor shall send a pre-audit checklist to the laboratory, allowing two weeks to respond. Example checklists can be found in Chapter 6 of the Manual for the Certification of Laboratories Analyzing Drinking Water. The contractor must either develop an audit checklist based on the aforementioned requirements, or use a checklist provided by the EPA WACOR. Items on the audit checklist must provide references to Chapters 1, 2, 3, and 6 of the Manual for the Certification of Laboratories Analyzing Drinking Water, the radiochemistry drinking water methods and analytical requirements in 40 CFR 141.25 as well as Alternate Test Procedure radiochemistry methods. Checklists must clearly identify "findings", or items found in the laboratory which conflict with drinking water regulations, including promulgated analytical methods and documents incorporated into regulation by reference, and

"recommendations", or items identified that are not conflicting with drinking water regulations or promulgated analytical methods, but the addition of which would improve the analytical capabilities of the laboratory being audited.

Prior to the audit, the contractor shall review the response from the laboratory to be audited for completeness. The contractor may call the laboratory to address missing or unclear items. The items to be reviewed prior to the audit could include Laboratory Quality Assurance Plans, personnel listings, proficiency testing (PT) results, and other laboratory data as applicable. If the items to be reviewed prior to an audit are insufficient or incomplete, the audit may be rescheduled while the laboratory provides a complete set of documentation. Audits should follow the protocols found in Appendix B of the Manual for the Certification of Laboratories Analyzing Drinking Water.

While on-site at the laboratory, the audit should include a brief opening meeting with laboratory personnel, and prior to leaving the laboratory, a closing meeting should be held to discuss with the laboratory any "findings" that will be discussed in the audit report.

The contractor shall provide a written summary of the results of each audit, using guidelines provided by EPA. A copy of the completed audit checklist shall accompany each report. The report may include observations not included on the checklist. The report shall clearly identify "findings", or items found in the laboratory which conflict with drinking water regulations, including promulgated analytical methods and documents incorporated into regulation by reference, and "recommendations", or items identified that are not conflicting with drinking water regulations or promulgated analytical methods, but the addition of which would improve the analytical capabilities of the laboratory being audited. "Findings" and "recommendations" should be clearly referenced in the report to the appropriate section of the Manual for the Certification of Laboratories Analyzing Drinking Water, the appropriate section of the promulgated analytical method, or the section of the Code of Federal Regulations. The report may also identify "findings" where actual laboratory practices conflict with the laboratory's own Quality Assurance Manual and SOPs; these "findings" should be clearly referenced to the laboratory's Quality Assurance documents.

In addition, the report shall clearly identify the analytical methods for which the laboratory and/or Region has requested certification, and the certification status of each method shall be clearly identified. Drinking water certification statuses can be found in the Manual for the Certification of Laboratories Analyzing Drinking Water, in chapter 3, section 8. Reports shall be signed and dated by persons performing the audit. Reports shall be sent to the appropriate Certification Officer, as designated by the WACOR, and to the WACOR. Technical questions regarding the report shall be answered by the contractor with review and approval by the WACOR; policy questions regarding the report shall be answered by the WACOR. If the EPA Region finalizes the draft lab evaluation report, the draft deliverable shall be considered the final evaluation report.

**Deliverables:** Draft and final lab evaluation reports and accompanying checklists. NOTE: If less than two weeks remain in the option period, the deliverable shall be the completed checklist and a listing of analytical methods and certification status for each method.

**Task 2: Radiochemistry Technical Support.**
The contractor shall provide technical support regarding the use of radiochemistry methods, radiochemistry applications, and related health physics concerns in support of laboratory certification or preparedness. The contractor shall maintain EPA's capacity to provide technical expertise by ensuring that the qualifications of assigned experts and technical response personnel meet the requirements of the Manual for the Certification of Laboratories Analyzing Drinking Water and current industry practices and standards. (PWS Task 3.1.4, Laboratory Support Capabilities).

**Deliverables:** Deliverables will be determined by the WACOR based on required response, and timing of such will be included on technical directives.

**Task 3: Radiochemistry Auditor Training.**
The contractor shall develop guidelines to assist Drinking Water Certification Officers in auditing radiochemistry laboratories. The contractor shall, in conjunction with the WACOR, develop text to be used in auditor training, including information on drinking water methods, instrumentation, auditing techniques, and criteria specified in the Manual for the Certification of Laboratories Analyzing Drinking Water.

**Deliverables:** Deliverables will be determined by the WACOR based on required response, and timing of such will be included on technical directives.

## IV. SCHEDULE OF DELIVERABLES:

Specific deliverables, by Task, are detailed in the table below. All work will be determined by technical direction.

| TASK No. | DELIVERABLE | DATE DUE TO EPA |
|---|---|---|
| **Task 0 - Workplan Submission** | | |
| Workplan and budget | | According to contract |
| Monthly progress reports | | Monthly |
| **Task 1 -** | | |
| On-site laboratory audits | | To be determined by technical direction; an exact date cannot be determined prior to receiving stakeholder feedback |

| | |
|---|---|
| Draft Laboratory Evaluation Report and Checklist | 2 weeks after audit of the laboratory |
| Final Laboratory Evaluation Report and Checklist | 1 week after receipt of comments from WACOR if applicable |

| **Task 2 -** | |
|---|---|
| Technical support provided as requested per technical direction | As directed by EPA WACOR |
| **Task 3 –** | |
| Draft script for Certification Officer Auditor training. | June 30, 2018 |

## V. MISCELLANEOUS:

**Software Application Files and Accessibility:**
Software application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

| | |
|---|---|
| Preferred text format: | MS Word 8.0 or higher (Office 2007 or higher) |
| Preferred presentation format: | Power Point, Office 2007 or higher |
| Preferred graphics format: | Each graphic is an individual GIF file |
| Preferred portable format: | Adobe Acrobat, version 6.0 |
| Preferred technology: | ESRI ArcGIS Desktop 10.4 or higher |

The EPA WACOR shall identify which of delivered products will require 508 compliance.

## VI. TRAVEL

The contractor shall anticipate up to twelve (12) contractor trips in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Task 1, as well as the EPA's Mission to ensure protection of human health and the environment.

## VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than $20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## X. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## XI. QUALITY ASSURANCE SURVEILLANCE PLAN:

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

# EPA

United States Environmental Protection Agency
Washington, DC 20460

## Work Assignment

Work Assignment Number: 02-12

☐ Other ☐ Amendment Number:

| Contract Number | Contract Period | Title of Work Assignment/SF Site Name |
|---|---|---|
| EP-C-15-012 | 08/01/2015 To 07/31/2018 Base Option Period Number 2 | NHSRC SAM and Method Developme |

Contractor: CSRA LLC

Specify Section and paragraph of Contract SOW: 2.7, 2.8.1, 2.8.2, 2.8.3, 2.8.4, 2.9, 3.1.2, 3.1.4

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 08/01/2017 To 07/31/2018

Comments:
In accordance with clause B.1 immediate start is authorized for this work assignment beginning on August 1, 2017. If the work plan is not approved within 35 calendar days after receipt of the work plan, the contractor shall stop work.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

| Line | DCN (Max 6) | Budget/FY (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
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### Authorized Work Assignment Ceiling

| | Cost/Fee | LOE |
|---|---|---|
| Contract Period: 08/01/2015 To 07/31/2018 | | 0 |
| This Action: | | 2,860 |
| Total: | | 2,860 |

### Work Plan / Cost Estimate Approvals

| | Cost/Fee | LOE |
|---|---|---|
| Contractor WP Dated: | | |
| Cumulative Approved: | | |

| | | |
|---|---|---|
| Work Assignment Manager Name: Kathy Hall<br>(Signature) (Date) | | Branch/Mail Code:<br>Phone Number: 513-379-5260<br>FAX Number: |
| Project Officer Name: Nancy Parrotta<br>(Signature) (Date) | | Branch/Mail Code:<br>Phone Number: 202-564-5260<br>FAX Number: |
| Other Agency Official Name:<br>(Signature) (Date) | | Branch/Mail Code:<br>Phone Number:<br>FAX Number: |
| Contracting Official Name: Donna Reinhart<br>(Signature) (Date) | | Branch/Mail Code:<br>Phone Number: 513-487-2114<br>FAX Number: |

**Work Assignment (WA)**
**Performance Work Statement (PWS)**

**WSD Contract No: EP-C-15-012**
**Work Assignment WA-02-12**

**Work Assignment Contract Officer Representative (WACOR):**
**Kathy Hall**
**Threat and Consequences Division**
**National Homeland Security Research Center**
**U.S. EPA Office of Research and Development**
**(513)379-5260**
**(513) 487-2555**
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**26 West Martin Luther King Jr. Drive**
**Cincinnati, OH 45268**

**Alt. WACOR:** **Romy Campisano**
**Threat and Consequences Division**
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**(513)569-7016**
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**NG-16**
**26 West Martin Luther King Jr. Drive**
**Cincinnati, OH 45268**

**LOE: 2860**

**Period of performance: August 1, 2017 to July 31, 2018**

**Title:** National Homeland Security Research Center Selected Analytical Methods for Environmental Remediation and Recovery & Method Development

**WSD Contract SOW Areas:** 2.7, 2.8.1, 2.8.2, 2.8.3, 2.8.4, 2.9, 3.1.2, 3.1.3, 3.1.4, 3.1.9, 3.1.10, 3.1.14, 3.1.17, 3.1.19

## I. PURPOSE

The purpose of this work is to provide continued support for the Environmental Protection Agency (EPA) National Homeland Security Research Center (NHSRC) initiatives in updating the Selected Analytical Methods for Environmental Remediation and Recovery (SAM) program; identifying, developing, and verifying analytical methods that can be used by multiple laboratories analyzing environmental samples during environmental remediation following a homeland security event; developing selected analytical and sample collection procedures; coordinating document reviews and revisions including compiling and responding to comments; facilitating procedure verifications; supporting an interactive web page including development and maintenance; and developing, revising and testing tools. These sampling and analytical methods and supporting documents, web page, and tools address the chemical, radiological, and biological analytes (CBR) listed in NHSRC's SAM document, and support EPA laboratory networks, including the Environmental Response Laboratory Network (ERLN) and Water Laboratory Alliance (WLA). Importantly, analytical methods verified under this Work Assignment (WA) shall be demonstrated to assure that their performance characteristics (e.g. accuracy, limit of detection and robustness) meet site remediation goals, i.e. site clearance, for re-occupation as existed prior to the contamination event. This project supports programmatic needs related to our national all hazards homeland security responsibilities of Securing and Sustaining Water Systems by protecting water systems from terrorist attacks and inadvertent disasters and detecting and recovering from successful attacks and the effects of disasters by leading efforts to provide States and water utilities with guidance, tools and strategies.

To achieve this purpose, the contractor shall provide technical, analytical, study coordination, and computer support. NHSRC will continue to coordinate with subject matter experts involved in developing SAM, including representatives from EPA Offices, EPA and State laboratories and representatives from the U.S. Centers for Disease Control and Prevention (CDC), Department of Agriculture (USDA), Food and Drug Administration (FDA), and U.S. Department of Homeland Security (DHS). NHSRC also will continue working with representatives from the Office of Solid Waste and Emergency Response (OSWER) and Office of Water (OW), where appropriate, to leverage and avoid duplication of existing efforts.

Under this work assignment, the contractor shall provide technical support to EPA's development of SAM, SAM addendums and companion documents, development and verification of selected analytical and sample collection procedures and protocols, development and maintenance of an interactive web site, and development and verification of laboratory methods to identify and measure chemical, radiological and biological analytes included in SAM. Contractor support will be required in the following areas:

- Data exchange, management, and review
- Single lab verification leading to multi-laboratory method validation studies
- Document development
- Document revisions. The contractor shall verify each document as drafted and conduct minor revisions as needed. If necessary, major revisions need to be promptly identified such that EPA can determine appropriate follow-on actions.
- Web page modifications and support

## II. BACKGROUND:

After 9/11, EPA initiated an Environmental Response Laboratory Network (ERLN). The need to establish a network of laboratories to effectively respond to possible contamination scenarios resulting from terrorist attacks was identified as a national vulnerability. EPA will be responsible for the analysis of a large number of environmental samples in a short period of time putting a large demand on the nation's laboratory systems with respect to capacity and capability. NHSRC has the responsibility to research analytical methods to support the laboratories in measuring the many possible CBR agents that could be used in such attacks. Along with its partners, EPA has developed a document, *Selected Analytical Methods for Environmental Remediation and Recovery* (SAM) that compiles analytical methods which can be used during the remediation phase of cleanup. EPA is also working on additional documents such as collection procedures, companion documents, and analytical protocols which support the SAM. This work is designed to help assure analytical methods exist to quickly and accurately identify selected agents and quantify residual contamination levels following decontamination.

## III. QA REQUIREMENTS

Task(s) 2 through 5 in this WA require the use of primary and/or secondary data. Consistent with the Agency's Quality Assurance (QA) requirements, the contractor must prepare a Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on this/these task(s) cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officer's Representative (CL COR) via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

In addition, the work plan shall not include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at http://www.epa.gov/accessibility/. NHSRC has a separate contract vehicle that handles 508 compliance across the Center within the Immediate Office rather than have each project and task include it in various contracts and work assignments. Deliverables which will be needed to be made 508 compliant as part of the option period will be designated as such in the task narrative and delivery table.

## IV. DETAILED TASK DESCRIPTION:

All direction under this WA will be provided as written technical direction from the WACOR, Alternate or WACOR as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed

in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR/ review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

The contractor shall perform the following tasks in support of SAM, SAM addendums, SAM compendiums, development and verification of selected analytical and sample collection procedures, development and maintenance of a interactive web site and method development/verification addressing SAM analytes that may include 1) chemical 2) biological 3) radiological and 4) biotoxins.

**Task 0: Work Plan, Progress evaluations, and Monthly Progress Reports**

The contractor shall develop a WP that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at http://www.epa.gov/accessibility/. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a PQAPP, as noted above, and ensure the quality of primary and/or secondary data used to complete these tasks. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The WP shall explain when the PQAPP will be submitted based on the specific data requirements of the WA. Work on these tasks cannot proceed until the contractor receives notification of the new PQAPP approval from the CL COR via e-mail.

In each monthly progress report, the contractor shall, at the introduction to the discussion of this WA, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the WA. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing WA under this contract is not occurring.

Deliverables: Work plans, monthly progress and financial reports.

**Task 1: Quality Assurance Project Plan (QAPP)**

The contractor shall prepare a QAPP(s) in accordance with Quality Assurance (QA) Category B. Attachment 1 to this Performance Work Statement (PWS) provides information regarding **NHSRC QA Requirements/Definitions List.**

QAPPs prepared for a Category B project must be developed in accordance with the document titled "EPA Requirements for Quality Assurance Project Plans." EPA QA/R-5 can be found at https://www.epa.gov/sites/production/files/2016-06/documents/r5-final_0.pdf and QAPPS must be approved by an EPA Quality Assurance Manager (QAM) prior to the start of any literature searches (existing data), data collection, gathering, synthesizing, or data generation (laboratory) work.

At the discretion of the COR, Category B QAPP(s) can be either based on the R5 guidance (described above) or a project-specific QA requirements provided by the PI.

Additional information related to QA requirements can be found at www.epa.gov/quality.

The contractor must prepare Quality Assurance Project Plan(s) for approval by NHSRC. Work on NHSRC tasks cannot proceed until the contractor receives notification from the PO via e-mail that utilization of the QAPP is approved for use.

Deliverables: Quality Assurance Project Plan(s) (QAPP[s]).

**Task 2: Selected Analytical Methods for Environmental Remediation and Recovery (SAM) application (website)**

- Maintenance: The contractor shall maintain the current SAM application (website). The contractor shall provide application (website) maintenance and monitoring, including, but not limited to, checks of broken links, logging of comments and response to comments. The application (website) shall provide links as needed to SAM companion documents, analytical protocols, and sample collection plans or procedures.

- Searchability of Sample Collection Information Documents (SCID) in query tool: The contractor will develop a query tool to provide search capabilities of the revised SCID.

- Document Uploads: The contractor shall upload and make searchable the SAM 2017 document and newly revised SAM companion Sample Collection Information Documents (SCID) after revisions are complete. The Contractor shall upload newly developed SAM related sample collection procedures.

- The Contractor is requested to propose specific steps/activities necessary to achieve desired goals.

Deliverables: Functional interactive application (website) updated as directed by WACOR or Alternate WACOR

**Task 3: Selected Analytical Methods for Environmental Remediation and Recovery (SAM)**

The Contractor shall support NHSRC in the publishing of SAM 2017 and addendums as requested.

- SAM 2017: The Contractor shall support NHSRC in the updating and publishing of SAM 2017 as needed. The Contractor shall support the planning and execution of the 2017 revision including (but not limited to): preparing the document for the QA, tech edit and management reviews by collecting review comments, developing response to comment documentation for the QA review, resolution of comments with EPA WACOR/Alternate WACOR, prepare draft documents, prepare final 508 compliant document.

- Addendums: The Contractor shall support the planning and execution of each addendum including (but not limited to): develop the addendum, assist the EPA WACOR/Alternate WACOR with resolution of review comments as requested, prepare draft documents, prepare a final document, and post to the website. Addendums for both chemistry and radiochemistry methods will be possible for this option period.

Deliverables:

- SAM 2017: Final 508 Compliant document ready for publishing.
- Addenums: Final 508 Compliant documents ready for publishing as requested by WACOR or Alt-WACOR.

**Task 4: SAM Companion Documents**

The Contractor shall plan and execute, as requested, preparation of and /or updates to existing SAM related/companion documents. Document revision information may be generated during SAM 2017 workgroup sessions. This shall include, as applicable, up to 4 cycles of document review requiring coordination, collection of comments, preparation of response to comment documents, resolution of comments with EPA WACOR/Alternate WACOR, and updating draft document based on received and accepted comments, and preparing final documents in support of, but not limited to, the below listed

projects:

- The contractor shall provide support in the revision of the Laboratory Environmental Sample Disposal Information Document.

Deliverables: Final 508 compliant documents as requested by EPA.

**Task 5: Technical Support for SAM Chemical and Radiochemical Procedures and Protocols.**

The Contractor shall provide technical support for work related to chemical and radiochemical SAM products. This shall include (but not limited to) the development of, guidance documents, sample collection documents; preparation of comment/response documentation; participation in meetings and related meeting documentation; preparation of presentation and meeting materials in support of, but not limited to, the below listed projects:

- The contractor shall provide support in the development of the radiological sampling strategy document for building materials.

- The contractor shall provide support in the revision of the *Sample Collection Procedures for Radiochemical Analytes in Environmental Matrices* (2012 revision) to match information in SAM 2017 and add information that was put into the sample collection procedure for building materials.

Deliverables: See Section V

**Task 6: Technical Support for Microbial Data Usability MicroSAP Companion Document*:***

The contractor shall provide technical support in the revision of the draft Microbial Data Usability Tool Companion Document, *Sampling, Laboratory, and Data Reduction Considerations for Microbial Data Collected in the Field*. This document summarizes considerations for planning, implementing, and assessing environmental microbial data collected from the field in order to ensure that the data collected is of known and sufficient quality for the intended purpose. The document covers considerations for sampling, analysis, and interpretation of samples and is in need of revision and updates.

- The Contractor shall plan and execute, as requested, revision and update of the Microbial Data Usability Tool companion document. This might also include addition of further resources and information to the document as needed.
- Content revisions will be determined by the EPA WAM based on information generated by the workgroup.
- After approval of the workgroup, the companion document will undergo, as applicable, up to 4 cycles of document review requiring coordination, collection of comments, preparation of response to comment documents, resolution of comments with EPA WAM/Alternate WAM, and updating the draft document based on received and accepted comments, and preparing final documents.

Deliverables: See Section V

**Task 7: Technical Support for SAM Companion Document: Biological Sample Collection Procedure**

The Contractor shall provide technical support for work related to biological SAM products. This will include (but not limited to) the development of sample collection documents; preparation of comment/response documentation; participation in meetings and related meeting documentation; preparation of presentation and meeting materials in support of developing sample collection procedures for pathogens.

Deliverables: See Section V

## V. SCHEDULE/DELIVERABLES

| Task | Deliverable | Due date |
|---|---|---|
| 0 | **Monthly Report** | Per contract requirements |
| 1 | **QAPP** | Revise/Draft 30 days after contract award, updated as necessary thereafter. |
| 2 | **SAM Application (web site)**<br><br>Application:<br><br>SCID Searchability: Modified SAM Query tool to search SCIDs<br><br>Document Uploads: | <br><br>Updated upon EPA request*, updated for a new revision of SAM with 30 days of SAM being published.<br><br>Determined when requested by EPA*<br><br>Determined when requested by EPA* |
| 3 | **SAM Revision**<br><br>SAM 2017: Final 508 Compliant document. | <br><br>Final document by October 31, 2017 |
| 4 | **SAM Companion Documents**<br><br>Chemistry/Radiochemistry/Biotoxin: SCID Final 508 Compliant document<br><br>Pathogen SCID: Final 508 Compliant document | <br><br>Final document by October 31, 2017<br><br>Final document by October 31, 2017 |
| 5 | **Chemical and Radiochemical SAM products and SAM methods**<br><br>Sample collection strategy procedure for building materials: Final 508 Compliant document<br><br>Revised Sample Collection Procedure for Environmental Matrices: Final 508 Compliant document | <br><br>Determined when requested by EPA*<br>.<br><br>Determined when requested by EPA*<br>. |
| 6 | **Microbial Data Usability MicroSAP Companion Document**<br><br>Final 508 Compliant document | <br><br>Final document by July 31, 2018 |
| 7 | **Biological Sample Collection Procedure**<br><br>Final 508 Compliant document: sample collection procedure/protocols for pathogens. | <br><br>Final document by July 31, 2018 |

* EPA will determine a schedule for delivery of a document/web update at the time of request the date will be provided through written technical direction

## VI. REPORTING REQUIREMENTS

- Monthly Progress Reports (including a progress evaluation discussion)
- Financial Reports
- Project Specific PQAPP (if applicable)

## VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007),* for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05. AND the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a "conference," with total net expenditures greater than $20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

## IX. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

| | |
|---|---|
| Preferred text format: | MS Word, 8.0 or higher (Office 2007 or higher) |
| Preferred presentation format: | Power Point, Office 2007 or higher |
| Preferred graphics format: | Each graphic is an individual GIF file |
| Preferred portable format: | Adobe Acrobat, version 6.0 |

The WACOR shall identify which of delivered products will require 508 compliance.

**Quality Assurance Surveillance Plan**

The requirements contained in this WA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards in Attachment 4 of the contract. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The WACOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the CLCOR in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

# Attachment 1: NHSRC QA Requirements/Definitions List

**EPA=s Quality System Website: http://www.epa.gov/quality**

In accordance with EPA CIO 2105.0 (Order), EPA 2105-P-01-0 (Manual), and conformance to ANSI/ASQC E4 must be demonstrated by submitting the quality documentation described herein. All Quality documentation shall be submitted to the Government for review. The Government will review and return the quality documentation, with comments, and indicate approval or disapproval. If the quality documentation is not approved, it must be revised to address all comments and shall be resubmitted to the Government for approval. Work involving environmental data collection, generation, use, or reporting shall not commence until the Government has approve the quality documentation. The Quality Assurance Project Plan (QAPP) shall be submitted to the Government at least thirty (30) days prior to the beginning of any environmental data gathering or generation activity in order to allow sufficient time for review and revisions to be completed. After the Government has approved the quality documentation, the Contractor shall also implement it as written and approved by the Government.

## NHSRC's Quality System Specifications for Extramural Actions –

These requirements typically pertain to single project efforts. The five specifications are:

(1) a description of the organization's Quality System (QS) and information regarding how this QS is documented, communicated and implemented;

(2) an organizational chart showing the position of the QA function;

(3) delineation of the authority and responsibilities of the QA function;

(4) the background and experience of the QA personnel who will be assigned to the project; and

(5) the organization's general approach for accomplishing the QA specifications in the SOW.

## NHSRC QA Requirements/Definitions List

### Category Level Designations (determines the level of QA required):

☐ **Category A Project (formerly Category 1 and 2)** – applies to research that is anticipated to result in high-visibility products. In this case, the QAPP shall address all elements listed in "EPA Requirements for QA Project Plans, EPA QA/R-5. **http://www.epa.gov/quality/qs-docs/r5-final.pdf**

Research of this nature meets one or more of the following criteria:

- Results are ISI
- Has a high probability the results could be used in litigation or enforcement
- Is a HISA
- Direct regulatory support

☐ **Category B Project (formerly Category 3 and 4)** - applicable to projects that do not meet the criteria for Category A. In lieu of using "EPA Requirements for QA Project Plans, EPA

QA/R-5, a QAPP may be developed in accordance with NHSRC's QAPP requirement templates. This decision is made by the Principal Investigator or lead researcher.

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Additional information regarding Q**APP** requirements for a specific project type are provided below.

## Project Types:

**NHSRC's QAPP Requirements templates are available for Applied Research Projects, Sampling and analysis Project, Method Development Project, and Existing Data Project. These templates are condensed from applicable sections of R-5 (EPA Requirements for QA Project Plans) and are intended to serve as a starting point when preparing a QAPP. These templates and their format may not fit every research scenario and QAPP's must conform to applicable sections of R-5 in a way that fully describes the research plan and appropriate QA and QC measures to ensure that the data are of adequate quality and quantity to fit their intended purpose.**

☐ **Applied Research Project** - pertains to a study performed to generate data to demonstrate the performance of accepted processes or technologies under defined conditions. These studies are often pilot- or field-scale.

☐ **Sampling and Analysis Project** - pertains to the collection and analysis of samples with no objectives other than to provide characterization or monitoring information.

☐ **Existing Data Project** - pertains to environmental data collected from other sources, by or for EPA, that are used for purposes other than those originally intended. Sources may include: literature, industry surveys, compilations from computerized databases and information systems, and computerized or mathematical models of environmental processes.

☐ **Method Development Project** - pertains to situations where there is no existing standard method, or a standard method needs to be significantly modified for a specific application.

**For other types of project types, the EPA Guidance documents are available. All QAPPs must conform to applicable sections of R-5 in a way that fully describes the research plan and appropriate QA and QC measures to ensure that the data are of adequate quality and quantity to fit their intended purpose. The specific and general guidance documents can be found at http://www.epa.gov/quality/qa_docs.html#guidance**

☐ **Design, Construction, and/or Operation of Environmental Technology Project** - pertains to environmental technology designed, constructed and/or operated by and/or for EPA. The QAPP shall address requirements in the EPA Quality System document "Guidance on Quality Assurance for Environmental Technology Design, Construction, and Operation" (EPA QA/G-11)

☐ **Geospatial Data Quality Assurance Project** - pertains to data collection; data processing and analysis; and data validation of geospatial applications. The QAPP shall address requirements in the EPA Quality System document "Guidance for Geospatial Data Quality Assurance Project Plans" EPA QA /G-5S).

☐ **Model Development Project** - includes all types of mathematical models including static, dynamic, deterministic, stochastic, mechanistic, empirical, etc. The QAPP shall address requirements in the EPA Quality System document "Guidance for Quality Assurance Project Plans for Modeling" (EPA QA/G-5M)

## Definitions:

**Environmental Data** - These are any measurement or information that describe environmental processes, location, or conditions; ecological or health effects directly from measurements, produced from software and models, and compiled from other sources such as data bases or the literature. For EPA, environmental data include information collected directly from measurements, produced from software and models, and compiled from other sources such as data bases or literature.

**Incremental Funding** - Incremental funding is partial funding, no new work.

**Quality Assurance (QA)** - Quality assurance is a system of management activities to ensure that a process, item, or service is of the type and quality needed by the customer. It deals with setting policy and running an administrative system of management controls that cover planning, implementation, and review of data collection activities and the use of data in decision making. Quality assurance is just one part of a quality system.

**Quality Assurance Project Plan (QAPP)** - A QAPP is a document that describes the necessary quality assurance, quality control, and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria. A QAPP documents project-specific information.

**Quality Control (QC)** - Quality control is a technical function that includes all the scientific precautions, such as calibrations and duplications, which are needed to acquire data of known and adequate quality.

**Quality Management Plan (QMP)** - A QMP is a document that describes an organization's/program's quality system in terms of the organizational structure, policy and procedures, functional responsibilities of management and staff, lines of authority, and required interfaces for those planning, implementing, documenting, and assessing all activities conducted. A QMP documents the overall organization/program, and is primarily applicable to multi-year, multi-project efforts. An organization's/program's QMP shall address all elements listed in the "Requirements for Quality Management Plans" in Appendix B of the NHSRC QMP.

**Quality System** - A quality system is the means by which an organization manages its quality aspects in a systematic, organized manner and provides a framework for planning, implementing, and assessing work performed by an organization and for carrying out required quality assurance and quality control activities.

R-2. EPA Requirements for Quality Management Plans (EPA/240/B-01/002) March, 2001
http://www.epa.gov/quality/qs-docs/r2-final.pdf

R-5. EPA Requirements for Quality Management Plans (EPA/240/B-01/002) March, 2001
http://www.epa.gov/quality/qs-docs/r5-final.pdf

**Substantive Change** - Substantive change is any change in an activity that may alter the quality of data being used, generated, or gathered.

**Principal Investigator (PI)** - This person is technically responsible for the project. For extramural contract work, the PI is typically the contracting officer's representative (COR). For intramural work, the lead researcher is typically the Principal Investigator.

**Abbreviations**:

| | | | |
|---|---|---|---|
| COR | Contracting Officer's Representative | IAG | Interagency Agreement |
| NHSRC | National Homeland Security Research Center | QA | Quality Assurance |
| QA ID | Quality Assurance Identification | QAM | Quality Assurance Manager |
| QAPP | Quality Assurance Project Plan | QMP | Quality Management Plan |
| QS | Quality System | SOW | Statement of Work |
| PI | Principal Investigator | CRADA | Cooperative Research & Development Agreement |

# EPA

United States Environmental Protection Agency
Washington, DC 20460

## Work Assignment

Work Assignment Number: 02-12

☐ Other ☒ Amendment Number: 000001

| Contract Number | Contract Period | Title of Work Assignment/SF Site Name |
|---|---|---|
| EP-C-15-012 | 08/01/2015 To 07/31/2018 Base Option Period Number 2 | NHSRC SAM and Method Developm |

Contractor: CSRA LLC

Specify Section and paragraph of Contract SOW: 2.7, 2.8.1, 2.8.2, 2.8.3, 2.8.4, 2.9, 3.1.2, 3.1.4

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 08/01/2017 To 07/31/2018

Comments:
This is a no cost increase, no hour increase amendment 1 to CSRA (EP-C-15-012). EPA is eliminating task 7, Tech Support for SAM Companion Document and moving those hours to Task 2, the SAM webpage revision and query search. There are no other changes in this amendment 1.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

SFO (*Max 2*) ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

| Line | DCN (Max 6) | Budget/FY (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
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### Authorized Work Assignment Ceiling

| | Cost/Fee: | LOE: |
|---|---|---|
| Contract Period: 08/01/2015 To 07/31/2018 | | |
| This Action: | | |
| Total: | | |

### Work Plan / Cost Estimate Approvals

| | Cost/Fee | LOE: |
|---|---|---|
| Contractor WP Dated: | | |
| Cumulative Approved: | | |

| | | |
|---|---|---|
| Work Assignment Manager Name: Kathy Hall<br>(Signature) (Date) | Branch/Mail Code: | |
| | Phone Number: 513-379-5260 | |
| | FAX Number: | |
| Project Officer Name: Nancy Parrotta<br>(Signature) (Date) | Branch/Mail Code: | |
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**Work Assignment (WA)**
**Performance Work Statement (PWS)**

**WSD Contract No: EP-C-15-012**
**Work Assignment WA-02-12 Amendment 1**

**Work Assignment Contract Officer Representative (WACOR):**
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**LOE: No change**

**Period of performance: August 1, 2017 to July 31, 2018**

**Title:** National Homeland Security Research Center Selected Analytical Methods for Environmental Remediation and Recovery & Method Development

**WSD Contract SOW Areas:** 2.7, 2.8.1, 2.8.2, 2.8.3, 2.8.4, 2.9, 3.1.2, 3.1.3, 3.1.4, 3.1.9, 3.1.10, 3.1.14, 3.1.17, 3.1.19

## I. PURPOSE

The purpose of this work is to provide continued support for the Environmental Protection Agency (EPA) National Homeland Security Research Center (NHSRC) initiatives in updating the Selected Analytical Methods for Environmental Remediation and Recovery (SAM) program; identifying, developing, and verifying analytical methods that can be used by multiple laboratories analyzing environmental samples during environmental remediation following a homeland security event; developing selected analytical and sample collection procedures; coordinating document reviews and revisions including compiling and responding to comments; facilitating procedure verifications; supporting an interactive web page including development and maintenance; and developing, revising and testing tools. These sampling and analytical methods and supporting documents, web page, and tools address the chemical, radiological, and biological analytes (CBR) listed in NHSRC's SAM document, and support EPA laboratory networks, including the Environmental Response Laboratory Network (ERLN) and Water Laboratory Alliance (WLA). Importantly, analytical methods verified under this Work Assignment (WA) shall be demonstrated to assure that their performance characteristics (e.g. accuracy, limit of detection and robustness) meet site remediation goals, i.e. site clearance, for re-occupation as existed prior to the contamination event. This project supports programmatic needs related to our national all hazards homeland security responsibilities of Securing and Sustaining Water Systems by protecting water systems from terrorist attacks and inadvertent disasters and detecting and recovering from successful attacks and the effects of disasters by leading efforts to provide States and water utilities with guidance, tools and strategies.

To achieve this purpose, the contractor shall provide technical, analytical, study coordination, and computer support. NHSRC will continue to coordinate with subject matter experts involved in developing SAM, including representatives from EPA Offices, EPA and State laboratories and representatives from the U.S. Centers for Disease Control and Prevention (CDC), Department of Agriculture (USDA), Food and Drug Administration (FDA), and U.S. Department of Homeland Security (DHS). NHSRC also will continue working with representatives from the Office of Solid Waste and Emergency Response (OSWER) and Office of Water (OW), where appropriate, to leverage and avoid duplication of existing efforts.

Under this work assignment, the contractor shall provide technical support to EPA's development of SAM, SAM addendums and companion documents, development and verification of selected analytical and sample collection procedures and protocols, development and maintenance of an interactive web site, and development and verification of laboratory methods to identify and measure chemical, radiological and biological analytes included in SAM. Contractor support will be required in the following areas:

- Data exchange, management, and review
- Single lab verification leading to multi-laboratory method validation studies
- Document development
- Document revisions. The contractor shall verify each document as drafted and conduct minor revisions as needed. If necessary, major revisions need to be promptly identified such that EPA can determine appropriate follow-on actions.
- Web page modifications and support

## II. BACKGROUND:

After 9/11, EPA initiated an Environmental Response Laboratory Network (ERLN). The need to establish a network of laboratories to effectively respond to possible contamination scenarios resulting from terrorist attacks was identified as a national vulnerability. EPA will be responsible for the analysis of a large number of environmental samples in a short period of time putting a large demand on the nation's laboratory systems with respect to capacity and capability. NHSRC has the responsibility to research analytical methods to support the laboratories in measuring the many possible CBR agents that could be used in such attacks. Along with its partners, EPA has developed a document, *Selected Analytical Methods for Environmental Remediation and Recovery* (SAM) that compiles analytical methods which can be used during the remediation phase of cleanup. EPA is also working on additional documents such as collection procedures, companion documents, and analytical protocols which support the SAM. This work is designed to help assure analytical methods exist to quickly and accurately identify selected agents and quantify residual contamination levels following decontamination.

## III. QA REQUIREMENTS

Task(s) 2 through 5 in this WA require the use of primary and/or secondary data. Consistent with the Agency's Quality Assurance (QA) requirements, the contractor must prepare a Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on this/these task(s) cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officer's Representative (CL COR) via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

In addition, the work plan shall not include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at http://www.epa.gov/accessibility/. NHSRC has a separate contract vehicle that handles 508 compliance across the Center within the Immediate Office rather than have each project and task include it in various contracts and work assignments. Deliverables which will be needed to be made 508 compliant as part of the option period will be designated as such in the task narrative and delivery table.

## IV. DETAILED TASK DESCRIPTION:

All direction under this WA will be provided as written technical direction from the WACOR, Alternate or WACOR as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed

in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR/ review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

The contractor shall perform the following tasks in support of SAM, SAM addendums, SAM compendiums, development and verification of selected analytical and sample collection procedures, development and maintenance of a interactive web site and method development/verification addressing SAM analytes that may include 1) chemical 2) biological 3) radiological and 4) biotoxins.

**Task 0: Work Plan, Progress evaluations, and Monthly Progress Reports**

No Change

**Task 1: Quality Assurance Project Plan (QAPP)**

No Change

**Task 2: Selected Analytical Methods for Environmental Remediation and Recovery (SAM) application (website)**

- The Contractor will reorganize, update, and add webpage pages to the SAM website to reflect the ESAM Program and SCID query search tool.

Deliverables: Functional interactive application (website) updated to reflect the ESAM Program and SCID query search tool as directed by WACOR or Alternate WACOR

**Task 3: Selected Analytical Methods for Environmental Remediation and Recovery (SAM)**

- No Change

**Task 4: SAM Companion Documents**

- No Change

**Task 5: Technical Support for SAM Chemical and Radiochemical Procedures and Protocols.**

- No Change

**Task 6: Technical Support for Microbial Data Usability MicroSAP Companion Document:**

- No Change

**Task 7: Technical Support for SAM Companion Document: Biological Sample Collection Procedure**

- Task Deleted.

## V. SCHEDULE/DELIVERABLES

| Task | Deliverable | Due date |
|---|---|---|
| 0 | **Monthly Report** | No Change |
| 1 | **QAPP** | No Change |
| 2 | **SAM Application (web site)**<br><br>Application:<br><br>SCID Searchability: Modified SAM Query tool to search SCIDs<br><br>Document Uploads<br><br>SAM webpage reorganization, update, additions | <br><br>No Change<br><br>No Change<br><br>No Change<br><br>March 31, 2018 |
| 3 | **SAM Revision**<br><br>SAM 2017: Final 508 Compliant document. | <br><br>No Change |
| 4 | **SAM Companion Documents**<br><br>Chemistry/Radiochemistry/Biotoxin: SCID Final 508 Compliant document<br><br>Pathogen SCID: Final 508 Compliant document | <br><br>No Change<br><br>No Change |
| 5 | **Chemical and Radiochemical SAM products and SAM methods**<br><br>Sample collection strategy procedure for building materials: Final 508 Compliant document<br><br>Revised Sample Collection Procedure for Environmental Matrices: Final 508 Compliant document | <br><br>No Change<br><br>No Change |
| 6 | **Microbial Data Usability MicroSAP Companion Document**<br><br>Final 508 Compliant document | <br><br>No Change |
| 7 | **Biological Sample Collection Procedure**<br><br>Final 508 Compliant document: sample collection procedure/protocols for pathogens. | <br><br>Task Deleted |

* EPA will determine a schedule for delivery of a document/web update at the time of request

## VI. REPORTING REQUIREMENTS

- Monthly Progress Reports (including a progress evaluation discussion)
- Financial Reports
- Project Specific PQAPP (if applicable)

## VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007),* for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05. AND the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a "conference," with total net expenditures greater than $20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

## IX. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

| | |
|---|---|
| Preferred text format: | MS Word, 8.0 or higher (Office 2007 or higher) |
| Preferred presentation format: | Power Point, Office 2007 or higher |
| Preferred graphics format: | Each graphic is an individual GIF file |
| Preferred portable format: | Adobe Acrobat, version 6.0 |

The WACOR shall identify which of delivered products will require 508 compliance.

**Quality Assurance Surveillance Plan**

The requirements contained in this WA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards in Attachment 4 of the contract. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The WACOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the CLCOR in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

# Attachment 1: NHSRC QA Requirements/Definitions List

EPA=s Quality System Website: http://www.epa.gov/quality

In accordance with EPA CIO 2105.0 (Order), EPA 2105-P-01-0 (Manual), and conformance to ANSI/ASQC E4 must be demonstrated by submitting the quality documentation described herein. All Quality documentation shall be submitted to the Government for review. The Government will review and return the quality documentation, with comments, and indicate approval or disapproval. If the quality documentation is not approved, it must be revised to address all comments and shall be resubmitted to the Government for approval. Work involving environmental data collection, generation, use, or reporting shall not commence until the Government has approve the quality documentation. The Quality Assurance Project Plan (QAPP) shall be submitted to the Government at least thirty (30) days prior to the beginning of any environmental data gathering or generation activity in order to allow sufficient time for review and revisions to be completed. After the Government has approved the quality documentation, the Contractor shall also implement it as written and approved by the Government.

## NHSRC's Quality System Specifications for Extramural Actions –

These requirements typically pertain to single project efforts. The five specifications are:

(1) a description of the organization's Quality System (QS) and information regarding how this QS is documented, communicated and implemented;

(2) an organizational chart showing the position of the QA function;

(3) delineation of the authority and responsibilities of the QA function;

(4) the background and experience of the QA personnel who will be assigned to the project; and

(5) the organization's general approach for accomplishing the QA specifications in the SOW.

## NHSRC QA Requirements/Definitions List

### Category Level Designations (determines the level of QA required):

☐ **Category A Project (formerly Category 1 and 2)** – applies to research that is anticipated to result in high-visibility products. In this case, the QAPP shall address all elements listed in "EPA Requirements for QA Project Plans, EPA QA/R-5. **http://www.epa.gov/quality/qs-docs/r5-final.pdf**

Research of this nature meets one or more of the following criteria:

- Results are ISI
- Has a high probability the results could be used in litigation or enforcement
- Is a HISA
- Direct regulatory support

☐ **Category B Project (formerly Category 3 and 4)** - applicable to projects that do not meet the criteria for Category A. In lieu of using "EPA Requirements for QA Project Plans, EPA QA/R-5, a QAPP may be developed in accordance with NHSRC's QAPP requirement templates. This decision is made by the Principal Investigator or lead researcher.

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Additional information regarding Q**APP** requirements for a specific project type are provided below.

## Project Types:

**NHSRC's QAPP Requirements templates are available for Applied Research Projects, Sampling and analysis Project, Method Development Project, and Existing Data Project. These templates are condensed from applicable sections of R-5 (EPA Requirements for QA Project Plans) and are intended to serve as a starting point when preparing a QAPP. These templates and their format may not fit every research scenario and QAPP's must conform to applicable sections of R-5 in a way that fully describes the research plan and appropriate QA and QC measures to ensure that the data are of adequate quality and quantity to fit their intended purpose.**

☐ **Applied Research Project** - pertains to a study performed to generate data to demonstrate the performance of accepted processes or technologies under defined conditions. These studies are often pilot- or field-scale.

☐ **Sampling and Analysis Project** - pertains to the collection and analysis of samples with no objectives other than to provide characterization or monitoring information.

☐ **Existing Data Project** - pertains to environmental data collected from other sources, by or for EPA, that are used for purposes other than those originally intended. Sources may include: literature, industry surveys, compilations from computerized databases and information systems, and computerized or mathematical models of environmental processes.

☐ **Method Development Project** - pertains to situations where there is no existing standard method, or a standard method needs to be significantly modified for a specific application.

**For other types of project types, the EPA Guidance documents are available. All QAPPs must conform to applicable sections of R-5 in a way that fully describes the research plan and appropriate QA and QC measures to ensure that the data are of adequate quality and quantity to fit their intended purpose. The specific and general guidance documents can be found at http://www.epa.gov/quality/qa_docs.html#guidance**

☐ **Design, Construction, and/or Operation of Environmental Technology Project** - pertains to environmental technology designed, constructed and/or operated by and/or for EPA. The QAPP shall address requirements in the EPA Quality System document "Guidance on Quality Assurance for Environmental Technology Design, Construction, and Operation" (EPA QA/G-11)

☐ **Geospatial Data Quality Assurance Project** - pertains to data collection; data processing and analysis; and data validation of geospatial applications. The QAPP shall address requirements in the EPA Quality System document "Guidance for Geospatial Data Quality Assurance Project Plans" EPA QA /G-5S).

☐ **Model Development Project** - includes all types of mathematical models including static, dynamic, deterministic, stochastic, mechanistic, empirical, etc. The QAPP shall address requirements in the EPA Quality System document "Guidance for Quality Assurance Project Plans for Modeling" (EPA QA/G-5M)

## Definitions:

**Environmental Data** - These are any measurement or information that describe environmental processes, location, or conditions; ecological or health effects directly from measurements, produced from software and models, and compiled from other sources such as data bases or the literature. For EPA, environmental data include information collected directly from measurements, produced from software and models, and compiled from other sources such as data bases or literature.

**Incremental Funding** - Incremental funding is partial funding, no new work.

**Quality Assurance (QA)** - Quality assurance is a system of management activities to ensure that a process, item, or service is of the type and quality needed by the customer. It deals with setting policy and running an administrative system of management controls that cover planning, implementation, and review of data collection activities and the use of data in decision making. Quality assurance is just one part of a quality system.

**Quality Assurance Project Plan (QAPP)** - A QAPP is a document that describes the necessary quality assurance, quality control, and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria. A QAPP documents project-specific information.

**Quality Control (QC)** - Quality control is a technical function that includes all the scientific precautions, such as calibrations and duplications, which are needed to acquire data of known and adequate quality.

**Quality Management Plan (QMP)** - A QMP is a document that describes an organization's/program's quality system in terms of the organizational structure, policy and procedures, functional responsibilities of management and staff, lines of authority, and required interfaces for those planning, implementing, documenting, and assessing all activities conducted. A QMP documents the overall organization/program, and is primarily applicable to multi-year, multi-project efforts. An organization's/program's QMP shall address all elements listed in the "Requirements for Quality Management Plans" in Appendix B of the NHSRC QMP.

**Quality System** - A quality system is the means by which an organization manages its quality aspects in a systematic, organized manner and provides a framework for planning, implementing, and assessing work performed by an organization and for carrying out required quality assurance and quality control activities.

R-2. EPA Requirements for Quality Management Plans (EPA/240/B-01/002) March, 2001
http://www.epa.gov/quality/qs-docs/r2-final.pdf

R-5. EPA Requirements for Quality Management Plans (EPA/240/B-01/002) March, 2001
http://www.epa.gov/quality/qs-docs/r5-final.pdf

**Substantive Change** - Substantive change is any change in an activity that may alter the quality of data being used, generated, or gathered.

**Principal Investigator (PI)** - This person is technically responsible for the project. For extramural contract work, the PI is typically the contracting officer's representative (COR). For intramural work, the lead researcher is typically the Principal Investigator.

**Abbreviations**:

| | | | |
|---|---|---|---|
| COR | Contracting Officer's Representative | IAG | Interagency Agreement |
| NHSRC | National Homeland Security Research Center | QA | Quality Assurance |
| QA ID | Quality Assurance Identification | QAM | Quality Assurance Manager |
| QAPP | Quality Assurance Project Plan | QMP | Quality Management Plan |
| QS | Quality System | SOW | Statement of Work |
| PI | Principal Investigator | CRADA | Cooperative Research & Development Agreement |